Before Starting the CoC Application

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

The Collaborative Applicant is responsible for reviewing the following:

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

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

1A-1. CoC Name and Number: MO-500 - St. Louis County CoC

1A-2. Collaborative Applicant Name: Saint Louis County

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Saint Louis County
1B. Continuum of Care (CoC) Engagement

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

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

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

Applicant: St. Louis County CA  MO-500
Project: MO-500 CoC Registration FY2018

FY2018 CoC Application  Page 3  09/13/2018
1B-1a. Applicants must describe the specific strategy the CoC uses to solicit and consider opinions from organizations and/or persons that have an interest in preventing or ending homelessness. (limit 2,000 characters)

The Saint Louis County Continuum of Care (CoC) actively solicits and considers opinions from organizations/persons that have an interest in preventing or ending homelessness and fair housing issues by broadly reaching out to individuals and organizations making them aware of our meetings, our efforts, and seeking their input. For example, we publicize meetings in a variety of ways including a website, emails, and listservs. Our Executive Committee works to support the expansion of the CoC working collaboratively with our Membership Committee to target individuals and organizations that provide a wide range of perspectives. Our Membership Committee works tirelessly to recruit consumer involvement and hosts consumer focus groups to solicit information about gaps, quality, ease of access, and overall satisfaction with services. Homeless/formerly homeless individuals attend CoC meetings, providing feedback on policies and decision-making processes. Faith-based organizations attend meetings, offer housing options and other supportive services for consumers. Collaboratively the Saint Louis County Department of Human Services (DHS) and Office of Community Development (OCD) reach out to affordable housing developers to encourage their participation. With approximately 90 police departments across the County, covering more than 508 square miles, participation in the CoC varies. However, Police Crisis Intervention teams participate in the CoC and annual PIT counts, which has improved our count, as well as referrals and outcomes for consumers. The 23 school districts across St. Louis County are also engaged in ways that meet their needs and the needs of the children and families they serve. Our CoC has supported the development of a Youth Advisory Board which is engaged in planning for ending youth homelessness. Finally, we have developed standing positions for one formerly homeless adult and one formerly homeless youth member to serve on our CoC Board.

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

The Saint Louis County CoC provides an open invitation to individuals/organizations interested in joining at all monthly CoC general
meetings. Membership is open to any nonprofit, for profit, or faith-based organization, individual, or governmental entity with current and ongoing interest in preventing and ending homelessness. Individuals/organizations wishing to join the CoC must submit an application for membership and receive approval from a majority of the CoC Board during a meeting at which a quorum is present.

The CoC Membership Committee, with the support of the Executive Committee, routinely reaches out to individuals/organizations that bring a variety of perspectives to our CoC to ensure a rich, balanced CoC. Additionally, CoC recruitment emails are routinely posted on the listservs of community led initiatives that work to address homelessness including the Homeless Adolescent Task Force and Keeping Kids in District School (KKIDS) Collaborative. The Membership Committee also actively reaches out throughout the year to representatives from community industries and service providers including transportation, banking, hospital, mental health, and education systems to engage them in the CoC and encourage their membership/participation. The CoC recently developed standing board positions for one formerly homeless adult and one formerly homeless youth member to serve on the CoC Board to ensure that we have the voices of those we serve included. We reach out to current and formerly homeless adults and youth through our community organizations and CoC membership.

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

Following Saint Louis County Procurement rules, a request for proposals (RFP) was published on July 16, 2018 on the following website: www.stlouisco.com/YourGovernment/CountyDepartments/Procurement. Additionally, the Chair of the CoC sent an email to 351 individuals advising them of the availability of the RFP on the County’s website. Within the RFP, Saint Louis County indicated that they were "seeking new project(s) under the 2018 HUD Continuum of Care Notice of Funding Availability (page 5)." Further, the RFP indicated that, "St. Louis County Homeless Services Program intends to be as inclusive as possible in the solicitation. The objective is to receive several high-quality proposals that articulate clear and aggressive strategies for housing and other services designed to assist homeless consumers." We also published the RFP notice in the St. Louis American (the largest minority newspaper in Missouri) to ensure that we are broadly reaching out to the community.
1C. Continuum of Care (CoC) Coordination

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

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

<table>
<thead>
<tr>
<th>Entities or Organizations the CoC coordinates planning and operation of projects</th>
<th>Coordinates with Planning and Operation of Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Opportunities for Persons with AIDS (HOPWA)</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Temporary Assistance for Needy Families (TANF)</td>
<td>Yes</td>
</tr>
<tr>
<td>Runaway and Homeless Youth (RHY)</td>
<td>Yes</td>
</tr>
<tr>
<td>Head Start Program</td>
<td>Yes</td>
</tr>
<tr>
<td>Funding Collaboratives</td>
<td>No</td>
</tr>
<tr>
<td>Private Foundations</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through other Federal resources</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and services programs funded through State Government</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and services programs funded through Local Government</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through private entities, including foundations</td>
<td>Yes</td>
</tr>
<tr>
<td>Other:(limit 50 characters)</td>
<td></td>
</tr>
</tbody>
</table>

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

Saint Louis County is a HUD entitlement community. As such the Saint Louis County Department of Human Services (DHS) administers ESG funds locally. DHS also serves as the Collaborative Applicant for the Saint Louis County Continuum of Care. This dual role facilitates a close connection between the
CoC and ESG programs, enabling effective planning and allocation of both CoC and ESG funds. Further, DHS and the Saint Louis County Office of Community Development (OCD) lead the development of the Consolidated Plan which informs all housing and development policies in the County. Together DHS and OCD hold public hearings, address comments and feedback, and evaluate program effectiveness which is used to inform all efforts aimed at preventing and ending homelessness.

DHS collects data from partners on applicable ESG activities. DHS and OCD also provide PIT and HIC data for the Consolidated Plan, enabling effective planning and funding decisions for ESG. The Hearth Act requires the CoC to be active in funding decisions and selection of ESG providers, and we follow that requirement. The CoC board decides on funding priorities, which are posted for comment and feedback, prior to the posting of an RFP. The CoC Rank and Review committee ranks projects and recommends ESG recipients and funding levels. DHS is responsible for the monitoring of ESG recipients and distributes monitoring results to the CoC board. This feedback is provided in the annual Action Plan to determine if objectives are being met and funding is used effectively.

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

1C-2b. Providing Other Data to Consolidated Plan Jurisdictions. Did the CoC provide local homelessness information other than PIT and HIC data to the jurisdiction(s) Consolidated Plan(s)?  
Yes

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

The CoC Coordinated Entry Manual used by the Saint Louis County CoC defines, in detail, the protocols to be followed when a non-victim service provider is sheltering, housing or otherwise providing services to an individual or family fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, human trafficking, or another life-threatening situation. The Manual emphasizes that the safety of the individual or family is of prime importance stating, “service providers will give the safety and confidentiality
rights of the survivor the highest priority and will ensure the survivor’s individual autonomy, self-determination and safety are respected." The CoC requires all housing providers to have emergency transfer plans in place that allow for a survivor to move immediately to a safe and available unit if the survivor feels their life and safety is threatened by remaining in their existing unit. Such plans allow a survivor to self-certify their need for the transfer, does not require the survivor to undergo an application process as a new tenant, and allows the survivor to transfer to the available unit they perceive to be safest.

Non-victim service front doors responding to victims of domestic or sexual violence are committed to protecting the confidentiality of survivors seeking assistance. Private interview rooms are used to discuss the individual’s needs and assist them in contacting local victim service shelters. Every effort is made to ensure survivors are fully informed concerning the housing and service options available to mitigate their crisis, and victims are encouraged to choose the intervention that will make them feel safest. Finally, our CoC Board has an individual who is certified to do Safe At Home training which serves to support both the training needs of our CoC and a deep understanding of the needs of DV survivors.

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

Saint Louis County Domestic Violence service providers participate in the Regional CoC Service Delivery Committee and collaboratively they work to ensure that annual training is provided to all CoC projects and Coordinated Entry staff. The training focuses on best practices and serves to ensure that survivors, or those fleeing, are prioritized for housing. The training emphasizes DV housing policies, including Coordinated Entry, and safety concerns. This training supplements Safe At Home training that is also provided annually to the CoC. Academic partners including the University of Missouri, St. Louis, and Washington University in St. Louis schools of social work have also provided training on human trafficking and DV issues within the LGBTQ community.

Through our Regional CoC Coordinated Entry (CE) process, a priority list is generated weekly and includes household served in DV shelters. The CE process works to ensure that individuals/families are matched with available and appropriate RRH and PSH opportunities. Strong processes for protecting the safety and confidentiality are in place. DV providers across our region participate in specialized DV networks that work to set policies and priorities to protect DV survivors.

Finally, in our community, DV shelters and transitional housing programs receive funds from fees associated with municipal court costs per a statewide statute that augments funding for DV services across the State. This unique funding model serves to strengthen services for survivors and is strongly supported by homeless service providers in our region.

1C-3b. Applicants must describe the data the CoC uses to assess the
The Saint Louis County CoC chose to begin its assessment of community service needs by reviewing data from the CoC Prioritization List to determine the prevalence of abuse survivors seeking services. The Prioritization List includes all individuals and households seeking housing services in the CoC no matter their point of entry into the crisis response system. The data revealed 22% of persons contacting a Coordinated Entry access point reported they were a survivor of domestic violence, dating violence, sexual assault or stalking (DVDVSAS). A quarter of those individuals (25%) were currently fleeing from an abuser, with 29% reporting their abuse had occurred within the last three months. Each individual on the Prioritization List had completed a vulnerability assessment using the Coordinated Entry assessment tool. The assessment data shows that DVDVSAS survivors are significantly more likely to need permanent housing than others in the Coordinated Entry System. Specifically, 41% of the individuals identifying as an abuse survivor were candidates for a permanent housing intervention, while 34% scored in the range suitable for Rapid Rehousing. In comparison, only 29% of all persons on the Prioritization List were candidates for permanent housing. Comparable database data was not available for evaluation, however, all domestic violence providers in the CoC are participating in Coordinated Entry making the addition of comparable database information duplicative to the analysis process. Other data, which is not comparable as it is not de-duplicated, includes local crime data, and information from the Missouri Highway Patrol. These data elements are used to support the community assessment process.

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

No

1C-5. PHAs within CoC. Applicants must use the chart to provide information about each Public Housing Agency (PHA) in the CoC’s geographic areas:

(1) Identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA who were experiencing homelessness at the time of admission;

(2) Indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV Program; and

(3) Indicate whether the CoC has a move on strategy. The information should be for Federal Fiscal Year 2017.

<table>
<thead>
<tr>
<th>Public Housing Agency Name</th>
<th>% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2017 who were experiencing homelessness at entry</th>
<th>PHA has General or Limited Homeless Preference</th>
<th>PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g. move on?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Authority of St. Louis County</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Wellston Housing Authority</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Kirkwood Housing Authority</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>
1C-5a. For each PHA where there is not a homeless admission preference in their written policy, applicants must identify the steps the CoC has taken to encourage the PHA to adopt such a policy.
(limit 2,000 characters)

The Saint Louis County Department of Human Services (DHS) is actively working with the Housing Authority of Saint Louis County (HASLC), the largest PHA in our service area, on several key initiatives, including establishing a homeless admission preference. The HASLC has indicated they are open to establishing a homeless preference. To begin this process a MOU that allows the CoC and the HASLC to share information about persons on the HASLC waiting list and persons on the CoC Prioritization List is being created. This effort will help eliminate duplication between the two lists and provide an accurate estimate of the size of the population to be affected by a homeless preference. The second step is to create a policy defining how persons will be assessed and prioritized for open HASLC units. Current CoC policy directs PSH providers to re-assess clients on annual basis to determine their readiness for housing with fewer supports. It is expected this process will enable the CoC to quickly identify candidates who can move in to PHA units and opening up PSH units for persons on the prioritization list. In addition to the work to establish the homeless preference, the CoC has collaborated with the HASLC on two recent NOFA applications. The CoC committed to supporting the HASLC in two separate NOFA applications, one for Mainstream Housing (recently awarded) and another Family Unification Voucher applications. This new level of collaboration demonstrates a much closer working relationship for the CoC and the HASLC than what has been in place in recent history. Finally, the Director of the HASLC also serves on the Saint Louis County Housing Resource Commission (HRC) which provides supplemental funding that supports homeless prevention and permanent supportive housing services for individuals and families who are homeless or at risk of becoming homeless. This relationship further demonstrates the close working relationship between DHS, HRC, HASLC and the CoC.

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

No

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

The Saint Louis County CoC uses a Housing First strategy to address the
needs of homeless individuals in our community. The use of the Housing First model specifically precludes discrimination. Additionally, the CoC is working with the Saint Louis County Department of Human Services to ensure that appropriate anti-discrimination policy language is included in all contracts and that the language is consistent with the CoC’s policy and applicable federal, state, and local laws. Training that focuses on Equal Housing Opportunity requirements and fair housing standards is provided annually. Additional training that specifically addresses the needs of LGBTQ individuals and their families is also provided by the CoC annually. Legal enforcement of fair housing standards and access to benefits for individuals identifying as LGBTQ is provided by Legal Services of Eastern Missouri (LSEM), a CoC member.

Our CoC’s Youth Advisory Board has provided information to the CoC that indicates a greater percentage of homeless youth identify as LGBTQ than in the homeless adult population. This knowledge has resulted in the CoC embarking on a disparity review of services and planning for bias training to be included in our 2018 training agenda.


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

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

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engaged/educated local policymakers:</td>
<td>X</td>
</tr>
<tr>
<td>Engaged/educated law enforcement:</td>
<td>X</td>
</tr>
<tr>
<td>Engaged/educated local business leaders:</td>
<td>X</td>
</tr>
<tr>
<td>Implemented communitywide plans:</td>
<td>X</td>
</tr>
<tr>
<td>No strategies have been implemented:</td>
<td></td>
</tr>
<tr>
<td>Other:(limit 50 characters)</td>
<td></td>
</tr>
</tbody>
</table>
1C-8. Centralized or Coordinated Assessment System. Applicants must:
(1) demonstrate the coordinated entry system covers the entire CoC geographic area;
(2) demonstrate the coordinated entry system reaches people who are least likely to apply homelessness assistance in the absence of special outreach;
(3) demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner; and
(4) attach CoC’s standard assessment tool.

The CoC Coordinated Entry System has the capacity to engage persons from anywhere in the geographic region through its established Homeless Hotline which fields calls from homeless persons seeking assistance on a daily basis. The Homeless Hotline staff are trained to assess individuals for diversionary supportive services, as well as emergency housing. Individuals who cannot be diverted and are in need of shelter are immediately referred to: a) one of the designated Front Door locations in the region, or b) to an emergency shelter with available beds; or c) to other available housing resources. Both the Front Doors and the emergency shelters have the ability to evaluate the seriousness of a client’s needs using the CoC assessment tool and place clients on the Prioritization List. In addition to the Homeless Helpline, a PATH outreach team covers the entire geographic region doing special outreach to persons not likely to access services through traditional methods. The outreach team’s goal is to identify and assist those individuals who are most vulnerable on the streets and who are not engaged in services. The Outreach team is an official access point for Coordinated Entry in the CoC. They have the ability to assess a person’s needs using the CoC assessment tool and connect them with the most appropriate services, including placing them on the CoC prioritization list when applicable. Both the designated Front Doors and the PATH Outreach teams use the Vulnerability Index Service Prioritization Decision Assistance Tool (VI-SPDAT) to evaluate the severity of need facing homeless individuals. Using the VI-SPDAT enables the CoC to triage persons for services based on specific risk factors and the chronicity of their homelessness. This helps ensure persons most in need are prioritized for services.
1D. Continuum of Care (CoC) Discharge Planning

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

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

<table>
<thead>
<tr>
<th>System of Care</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foster Care:</td>
<td>X</td>
</tr>
<tr>
<td>Health Care:</td>
<td>X</td>
</tr>
<tr>
<td>Mental Health Care:</td>
<td>X</td>
</tr>
<tr>
<td>Correctional Facilities:</td>
<td>X</td>
</tr>
<tr>
<td>None:</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>System of Care</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foster Care:</td>
<td>X</td>
</tr>
<tr>
<td>Health Care:</td>
<td>X</td>
</tr>
<tr>
<td>Mental Health Care:</td>
<td>X</td>
</tr>
<tr>
<td>Correctional Facilities:</td>
<td>X</td>
</tr>
<tr>
<td>None:</td>
<td></td>
</tr>
</tbody>
</table>
1E. Continuum of Care (CoC) Project Review, Ranking, and Selection

Instructions

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

1E-1. Project Ranking and Selection. Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2018 CoC Program Competition:

(1) objective criteria;
(2) at least one factor related to achieving positive housing outcomes;
(3) a specific method for evaluating projects submitted by victim services providers; and
(4) attach evidence that supports the process selected.

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

1E-2. Severity of Needs and Vulnerabilities. Applicants must describe:

(1) the specific severity of needs and vulnerabilities the CoC considered when reviewing, ranking, and rating projects; and
(2) how the CoC takes severity of needs and vulnerabilities into account during the review, rating, and ranking process.

(limit 2,000 characters)

The CoC reviews HUD priorities in the NOFA and uses these, in addition to local priorities, to develop our RFP. In our 2018 RFP, we included a section specific to Services to High Needs Populations defined as: chronically homeless individuals and/or families; participants entering project with zero income; participants entering project with more than one disability; and, participants entering project from a place not meant for human habitation.

Our 2018 scoring rubric used by the Rank and Review Committee to evaluate both new and renewal projects, awarded points to programs serving a high needs population. Points were awarded if at least 50% of the individuals/families served met the definition of a high needs population. Additional points were awarded to programs serving 75% or more. On-going monitoring results of existing projects that serve these populations are taken into consideration when making decisions to reallocate existing funds within the continuum.
1E-3. Public Postings. Applicants must indicate how the CoC made public:

(1) objective ranking and selection process the CoC used for all projects (new and renewal);

(2) CoC Consolidated Application—including the CoC Application, Priority Listings, and all projects accepted and ranked or rejected, which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the CoC Program Competition application submission deadline; and

(3) attach documentation demonstrating the objective ranking, rating, and selections process and the final version of the completed CoC Consolidated Application, including the CoC Application with attachments, Priority Listing with reallocation forms and all project applications that were accepted and ranked, or rejected (new and renewal) was made publicly available, that legibly displays the date the CoC publicly posted the documents.

<table>
<thead>
<tr>
<th>Public Posting of Objective Ranking and Selection Process</th>
<th>Public Posting of CoC Consolidated Application including:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoC or other Website</td>
<td>CoC or other Website</td>
</tr>
<tr>
<td>Email</td>
<td>Email</td>
</tr>
<tr>
<td>Mail</td>
<td>Mail</td>
</tr>
<tr>
<td>Advertising in Local Newspaper(s)</td>
<td>Advertising in Local Newspaper(s)</td>
</tr>
<tr>
<td>Advertising on Radio or Television</td>
<td>Advertising on Radio or Television</td>
</tr>
<tr>
<td>Social Media (Twitter, Facebook, etc.)</td>
<td>Social Media (Twitter, Facebook, etc.)</td>
</tr>
</tbody>
</table>

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

Reallocation: No

1E-4a. If the answer is “No” to question 1E-4, applicants must describe how the CoC actively reviews performance of existing CoC Program-funded projects to determine the viability of reallocating to create new high performing projects. (limit 2,000 characters)

In fiscal year 2016, the CoC began reviewing reports and expenditure rates to evaluate the viability and effectiveness of projects. Other data elements including HUD performance measures, and community need data supported the CoC's review of existing projects. This review resulted in the reallocation of funds last year. Reallocated funds were then used to create new high performing projects. This process was used again this year, but did not result in reallocation as existing projects were deemed to be performing well.
1E-5. Local CoC Competition. Applicants must indicate whether the CoC:

(1) established a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline—attachment required;

(2) rejected or reduced project application(s)—attachment required; and

(3) notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline—attachment required.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Did the CoC establish a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline? Attachment required.</td>
<td></td>
</tr>
<tr>
<td>(2) If the CoC rejected or reduced project application(s), did the CoC notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline? Attachment required.</td>
<td>Yes</td>
</tr>
<tr>
<td>(3) Did the CoC notify applicants that their applications were accepted and ranked on the Priority Listing in writing outside of e-snaps, at least 15 before days of the FY 2018 CoC Program Competition Application deadline?</td>
<td>Yes</td>
</tr>
</tbody>
</table>
2A. Homeless Management Information System (HMIS) Implementation

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

2A-1. Roles and Responsibilities of the CoC and HMIS Lead. Does your CoC have in place a Governance Charter or other written documentation (e.g., MOU/MOA) that outlines the roles and responsibilities of the CoC and HMIS Lead? Attachment Required.

2A-1a. Applicants must:
1) provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1, and
2) indicate the document type attached for question 2A-1 that includes roles and responsibilities of the CoC and HMIS Lead (e.g., Governance Charter, MOU/MOA).


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

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

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

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Total Beds in 2018 HIC</th>
<th>Total Beds in HIC Dedicated for DV</th>
<th>Total Beds in HMIS</th>
<th>HMIS Bed Coverage Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Shelter (ES) beds</td>
<td>167</td>
<td>47</td>
<td>109</td>
<td>90.83%</td>
</tr>
<tr>
<td>Safe Haven (SH) beds</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Transitional Housing (TH) beds</td>
<td>237</td>
<td>29</td>
<td>112</td>
<td>53.85%</td>
</tr>
<tr>
<td>Rapid Re-Housing (RRH) beds</td>
<td>103</td>
<td>0</td>
<td>103</td>
<td>100.00%</td>
</tr>
<tr>
<td>Permanent Supportive Housing (PSH) beds</td>
<td>383</td>
<td>0</td>
<td>280</td>
<td>73.11%</td>
</tr>
<tr>
<td>Other Permanent Housing (OPH) beds</td>
<td>40</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

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

From 2017 to 2018 the HMIS bed coverage rate in the Saint Louis County CoC decreased from 77.61% to 70.73%. This decrease is not due to any projects leaving HMIS, but rather due to changes in bed composition and the addition of new projects on the HIC this year that do not participate in HMIS. Due to funding changes, we saw a decrease in the number of RRH beds, which had been participating in HMIS, causing a slight drop in the total number of HMIS participating beds. In addition, the St. Louis County CoC identified new non-participating agencies to engage and is discussing the importance of these organizations participating in HMIS. These include an emergency shelter and transitional housing project run by local school districts, 103 HUD - VASH beds, and beds paid for by the Saint Louis County Children’s Service Fund. These improvements to our HIC and participation by non-funded organizations in our HMIS demonstrate the positive steps our CoC has taken to establish a broader community collaborative effort to preventing and ending homelessness.


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

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

2B-1. PIT Count Date. Applicants must enter the date the CoC conducted its 2018 PIT count (mm/dd/yyyy).

01/24/2018

2B-2. HDX Submission Date. Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy).

04/30/2018
2C. Continuum of Care (CoC) Point-in-Time (PIT) Count: Methodologies

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

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

The Saint Louis County CoC made improvements in our 2018 PIT count. All providers participating in the Sheltered 2018 PIT Count were provided with both written and video instructions for submitting data prior to the night of the count. The sheltered PIT Count data was gathered through two methods. Non-HMIS programs were provided a provider-level electronic survey which submitted to the HMIS lead within two weeks. This electronic survey contained built-in instructions and conditional logic that served as data quality checks. Non-HMIS providers were given a worksheet in which they could enter the client level information to more easily tabulate the provider level totals. These changes in the survey generated more accurate responses because users were prompted to check on incongruous information prior to submitting the data, rather than waiting for the HMIS lead agency to follow up. Once returned, the HMIS Lead agency reviewed and verified data quality. The 2018 Sheltered PIT count used HMIS data for HMIS participating agencies. The HMIS lead agency created a custom report containing all the data required to complete the PIT Count. Each applicable HMIS participating agency was required to run, review, and submit this HMIS generated Point in Time report within 2 weeks of the PIT. The report highlighted any missing or incongruent data the program would need to review and correct. Once submitted, HMIS Lead system administrators reviewed and verified the report. Once all provider level surveys were submitted, the HMIS lead agency ran a CoC wide HMIS PIT report that de-duplicated clients across the CoC. Utilizing HMIS data to complete the Sheltered PIT Count led to a more accurate count this year. For both non-HMIS and HMIS programs, HMIS Lead system administrators did follow up with program contact point persons to confirm and clarify any data that was inconsistent or questionable.

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

2C-2a. If “Yes” was selected in 2C-2, applicants must enter the number of beds that were added or removed in the 2018 sheltered PIT count.
2C-3. Presidentially Declared Disaster Challenges to Sheltered PIT Count. Did your CoC add or remove emergency shelter, transitional housing, or Safe Haven inventory because of funding specific to a Presidentially declared disaster, resulting in a change to the CoC’s 2018 sheltered PIT count?  

No

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

| Beds Added: | 0 |
| Beds Removed: | 0 |
| Total: | 0 |

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

Yes

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

Two key changes were made to the unsheltered count to improve the accuracy of the data collection process and the validity of the count. The first was the collaboration between the Saint Louis County and City of Saint Louis CoCs to leverage their efforts, coordinate a single point in time (PIT) count to better cover the distinct geographic territory of the two continuums, and prevent a duplicated count of individuals who move between the communities. A joint PIT committee was established with co-chairs named, to provide representation from both CoCs. Designated Team Leaders were assigned to pre-defined geographic sectors representing “hotspots” within the County and City CoC where volunteers were dispatched to engage and collect data from persons identified as homeless.

Another change in 2018 was the introduction of an electronic survey tool,
accessible to volunteers via Smart Phone or tablet. In addition to including personal identifiers to make deduplication simpler, the surveys contained built in conditional logic that required all questions to be answered before submission and ensured that only relevant questions were asked of each respondent. All questions contained a client doesn’t know/client refused option. The electronic surveys reduced the risk of losing/misfiling paperwork during the count and led to improved data quality and usable unsheltered client counts because all questions had to be answered before survey submission.

The methodology of the count remained unchanged. Volunteer training was provided prior to the count. Subject matter experts provided information to volunteers regarding the purpose of the survey, needed safety precautions, key phrases to remember and how to use the electronic survey tool. When using the electronic tool was not an option, volunteers used a paper survey tool to interview clients and were instructed on how to add their data to the database at the end of the night.

2C-5. Identifying Youth Experiencing Homelessness in 2018 PIT Count. Did your CoC implement specific measures to identify youth experiencing homelessness in its 2018 PIT count?

Yes

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

Youth providers within the Saint Louis County CoC were engaged to plan and execute an unsheltered point in time (PIT) count specifically designed to engage clients between the ages of 18 and 24. The providers worked as a subcommittee of the CoC's PIT Committee. The youth subcommittee first surveyed their own program participants to identify known "hot spots" where youth typically congregated. They also created a flyer and distributed it in advance of the count to business and agencies likely to serve youth, encouraging individuals to participate in the count. The outreach teams were deployed to count throughout the day of the PIT count to reach as many individuals as possible. Experience has taught us that youth tend to be more mobile and less likely to hunker down in one place. Therefore, counting throughout the day leads to more comprehensive count.

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

Utilizing electronic surveys and HMIS data to complete the Sheltered PIT Count led to a more accurate count of the number of individuals and families experiencing chronic homelessness. The electronic survey utilized for non-HMIS agencies contained built-in instructions which clearly defined chronic homelessness. Agencies who reported individuals experiencing chronic homelessness were required to verify that they read and understand the definition of chronic homelessness and that the individuals they counted as chronically homeless did in fact meet those conditions. The HMIS report used for the PIT automatically calculated chronic homelessness based on the responses entered in HMIS. This automatic calculation led to a more accurate count of chronic homelessness because it eliminated the potential for human error when determining chronic status.

The CoC made efforts this year to reach out to community members to access all providers in the community to ensure that none serving client’s meeting HUD’s definition of homelessness were being inadvertently omitted from the sheltered PIT Count. This effort resulted in a newly opened TH project serving singles as well as families with children being included in the PIT count. By including school districts in our efforts, our count was also improved as schools were aware of parents who were not sheltered, though their children were. All projects in the CoC serving veterans were included in the Sheltered count.
3A. Continuum of Care (CoC) System Performance

Instructions

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

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

| Number of First Time Homeless as Reported in HDX. | 1,156 |

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

Saint Louis County and other CoCs across the region share information, such as shelter closures, that have impacts across our region. We also examine eviction rates, and other regional data to identify risks. Using our virtual front door, the Saint Louis Regional Housing Helpline, we provide at risk and homeless persons with easy access to prevention and shelter services. Callers to the Helpline are asked a series of questions to assess their risk for homelessness. After confirming callers are safe, Helpline staff ask a series of questions to determine if they have a place to stay. This is part of the CoC’s diversion strategy to reduce first time homelessness. Helpline staff make every effort to link callers to resources that can assist with basic needs or prevention assistance as appropriate.

In addition to the CoC’s virtual front door, there are physical sites individuals and families can visit when seeking services. The physical locations use the Prevention/Rapid Re-housing Vulnerability Index ServicePrioritization Decision Assistance Tool (PR-VI-SPDAT) to identify risk factors that could cause an individual or household to become homeless. The assessment tool is used to evaluate the housing stability of persons who are currently housed but feel they are at imminent risk of losing their housing. The assessment questions are designed to determine the degree to which case management and financial supports are necessary for the person to retain their housing. The strategy of the CoC is to prioritize the most limited prevention resource, financial services, for persons who are at greatest risk of losing their housing. Persons who precariously housed, but not at imminent risk for homelessness, receive interventions that are case management focused. Others who have minimal risks receive a referral to mainstream resources.
The CoC Planning Committee is responsible for overseeing all efforts to reduce the number of first time homeless within the CoC.

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

Data shows the average length of time persons in emergency shelter were homeless was 38 days, a decrease of 13 days compared to 2016. Persons in emergency shelter and transitional housing were homeless on average for 77 days, a decrease of 26 days from the previous year. This decrease is attributed to the CoC increasing its funding for rapid rehousing in order to increase the amount of housing available to persons transitioning from homelessness to self-sufficiency. The additional housing units are low barrier. The CoC Coordinated Entry system uses the VI-SPDAT to prioritize persons for the available housing based on length of time homeless and severity of need. Households with children, veterans, unaccompanied youth and individuals can access the housing regardless of income level, employment status or drug/alcohol use. These additional low barrier housing units consist of extended months of rental assistance and case management support. The goal is to provide the rental assistance throughout the leasing term but not in consecutive months as to allow the individuals the opportunity to acquire assistance toward the end of the leasing term if needed. The CoC Planning Committee is responsible for overseeing all efforts to reduce the length of time persons are homeless.

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

<table>
<thead>
<tr>
<th>Percentage</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid re-housing that exit to permanent housing destinations as reported in HDX.</td>
<td>46%</td>
</tr>
<tr>
<td>Report the percentage of individuals and persons in families in permanent housing projects, other than rapid re-housing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX.</td>
<td>97%</td>
</tr>
</tbody>
</table>

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

(limit 2,000 characters)

The CoC’s strategy for increasing the number of persons who remain in permanent housing or exit to permanent housing destinations is built on a coordination plan and stabilization tactics. Moving persons from emergency shelter or transitional housing into permanent housing centers around Housing Match meetings which simplify the referral process so that PH placement is quick, efficient, and client-centered. For persons in permanent housing, case management services are designed to offer the tenant support in living independently and establishing and maintaining residential stability. There is a focus on family unification for those who can move on to permanent housing situations outside the CoC system of care. For other PSH tenants, the CoC is focused on providing case management support that assists in developing employment skills, connecting clients to non-employment income resources and improving personal accountability related to medication compliance, sobriety and physical health. We also work with affordable housing developers to create options for affordable housing that is suitable for those we serve. Saint Louis County Planning Committee is responsible for overseeing the CoC’s strategy for increasing the rate at which individuals and persons in families exit to permanent housing.

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

<table>
<thead>
<tr>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>10%</td>
</tr>
</tbody>
</table>

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

(limit 2,000 characters)

An “Acuity Review Panel” has been established that works with clients who are involuntarily terminated from a housing program. This panel helps the CoC identify common factors of individuals who return to homelessness. Currently, CoC service providers work collaboratively to address causes of returns to homelessness such as placement issues. The CoC has determined that this more formal review process better identifies common factors with returns to homelessness and fosters the development of policies and/or services that
actively prevent returns to homelessness. The development of the Acuity Review Panel has resulted in a more focused intervention that engages the client in the most appropriate services and prevents a return to homelessness. We have also identified the need for a more diverse training curriculum for case managers within the CoC. Some of the topics included in our training going forward include: motivational interviewing, SOAR, landlord-tenant law, and use of the SPDAT/VI-SPDAT. Saint Louis County Planning Committee is responsible for overseeing the CoC’s strategy for reducing returns to homelessness.

3A-5. Job and Income Growth. Applicants must:

(1) describe the CoC’s strategy to increase access to employment and non-employment cash sources;
(2) describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income; and
(3) provide the organization name or position title that is responsible for overseeing the CoC’s strategy to increase job and income growth from employment.

(limit 2,000 characters)

Strong case management capabilities are essential to help clients gain income. Understanding this, the CoC provides training to agency personnel about case management best practices, programs that support employment (including Workforce Innovation and Opportunity Act funded programs), and changes in policies regarding mainstream benefits which offer short-term supports to families. Individually, providers use job training classes, resume writing, and mock interviewing sessions to support clients in their job search efforts. Specialized supports such as job coaching and career coaching are also provided by some CoC members and community organizations. Additionally, the CoC has relationships with employment agencies who assist in matching clients to job openings as well as adult education providers which help to develop the skills of individuals so that they can obtain employment in a career pathway.

These strategies are working. Data for FY 2017 shows earned income for system leavers increased by 12%. To increase non-employment income, case managers are screening participants to verify they receive all non-employment benefits for which they are eligible. If a client is not receiving a benefit, staff assist the individual with the process of applying for the benefits.

The CoC Planning Committee is responsible for overseeing the strategy.

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

05/31/2018
3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

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

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

<table>
<thead>
<tr>
<th>Total number of beds dedicated as DedicatedPLUS</th>
<th>101</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of beds dedicated to individuals and families experiencing chronic homelessness</td>
<td>43</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>144</strong></td>
</tr>
</tbody>
</table>

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

Yes

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

<table>
<thead>
<tr>
<th>History of or Vulnerability to Victimization (e.g. domestic violence, sexual assault, childhood abuse)</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of previous homeless episodes</td>
<td>X</td>
</tr>
<tr>
<td>Unsheltered homelessness</td>
<td>X</td>
</tr>
<tr>
<td>Criminal History</td>
<td>X</td>
</tr>
<tr>
<td>Bad credit or rental history</td>
<td>X</td>
</tr>
<tr>
<td>Head of Household with Mental/Physical Disability</td>
<td>X</td>
</tr>
</tbody>
</table>
3B-2.2. Applicants must:
(1) describe the CoC’s current strategy to rapidly rehouse every household of families with children within 30 days of becoming homeless;
(2) describe how the CoC addresses both housing and service needs to ensure families successfully maintain their housing once assistance ends; and
(3) provide the organization name or position title responsible for overseeing the CoC’s strategy to rapidly rehouse families with children within 30 days of becoming homeless.
(limit 2,000 characters)

The CoC strategy to rehouse households with children within 30 days of becoming homeless starts with immediately assessing households with children using the family VI-SPDAT. Housing is then offered based on the severity of their need, availability of appropriate housing options, and participant preference. The CoC is increasing its funding for rapid rehousing in order to increase the amount of housing available to persons transitioning from homelessness. The additional housing units are low barrier allowing families to enter housing regardless of income, drug/alcohol use or employment status. The length of time persons remain homeless has decreased by 25% from FY16 to FY17 which is an indication the CoC is making progress in this area.

The Planning Committee is responsible for overseeing this strategy.

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

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

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

| Human trafficking and other forms of exploitation | Yes |
| LGBT youth homelessness | Yes |
| Exits from foster care into homelessness | Yes |
| Family reunification and community engagement | Yes |
| Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs | Yes |
3B-2.5. Prioritizing Unaccompanied Youth Experiencing Homelessness Based on Needs. Applicants must check all that apply from the list below that describes the CoC’s current strategy to prioritize unaccompanied youth based on their needs.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>[ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>History or Vulnerability to Victimization (e.g., domestic violence, sexual assault, childhood abuse)</td>
<td>X</td>
</tr>
<tr>
<td>Number of Previous Homeless Episodes</td>
<td>X</td>
</tr>
<tr>
<td>Unsheltered Homelessness</td>
<td>X</td>
</tr>
<tr>
<td>Criminal History</td>
<td></td>
</tr>
<tr>
<td>Bad Credit or Rental History</td>
<td></td>
</tr>
</tbody>
</table>

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

Several years ago, Saint Louis County CoC partnered with its neighboring CoC in the City of Saint Louis to plan and implement a coordinated entry process. The two CoCs acknowledged that we would be unable to make meaningful progress toward preventing and ending homelessness across our region for all populations, including youth, unless we worked together. Today, our Coordinated Entry process strives to quickly and efficiently connect all who are experiencing homelessness to housing. Our CE process incorporates the Housing First model and institutes uniform assessment procedures to determine the most appropriate response to each household’s immediate and long-term housing needs, including youth. Those experiencing homelessness access services through street outreach, the St. Louis Housing Helpline, or through established physical “front doors.” These access points first utilize strategies in prevention and diversion. However, if a household is in need of shelter/housing, we use the Vulnerability Index-Service Prioritization Decision Assistance Tool (TAY-VI-SPDAT) to prioritize services to homeless youth. This process allows us to more effectively use existing resources.

We have also integrated our CE process with other youth organizations funded by Runaway and Homeless Youth/Family and Youth Services Bureau Programs, and the Housing Authority of Saint Louis County (who has a special voucher program for youth leaving foster care). This strategy has developed a greater understanding within the CoC of what resources are available to youth serving organizations to help address youth homelessness. Additionally, our Homeless Adolescent Task Force that is working to strategically position our youth service providers to successfully submit grant proposals aimed at addressing youth homelessness. Finally, we also worked collaboratively with HASLC and the Missouri Division of Children’s Services on HASLC’s Family Unification Program proposal.
3B-2.6a. Applicants must:
(1) provide evidence the CoC uses to measure both strategies in question 3B-2.6. to increase the availability of housing and services for youth experiencing homelessness;
(2) describe the measure(s) the CoC uses to calculate the effectiveness of the strategies; and
(3) describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of the CoC’s strategies.
(limit 3,000 characters)

The Saint Louis County CoC uses a variety of data metrics to assess the need of homeless youth and determine how to best respond. These data metrics are also used to measure progress at a community-level. For example, Vision for Children at Risk (VCR), publishes a report, Children of Metropolitan St. Louis, every two years to provide data and information on over 33 key indicators that impact the well-being of children. We also use data from the Missouri Department of Elementary and Secondary Education (DESE) and local school districts to understand trends in our community with regard to youth homelessness. Finally, we also rely on performance metrics the CoC collects from our members to assess overall effectiveness of our programming. This data, together, has demonstrated an increased need for services, better coordination among service providers, and the need to develop a funding map of opportunities that, other than HUD CoC funds, can support the expansion of housing and services. Two examples of how our Homeless Adolescent Task Force is supporting the work of bringing additional financial resources to our community include the planning efforts that are underway to develop a proposal for the Youth Homeless Demonstration Program that is expected to issue a request for proposals next Spring and working with the Housing Authority of Saint Louis County to develop a proposal for the Family Unification proposal.

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

The Saint Louis County CoC works collaboratively with the Keeping Kids in District Schools (KKIDS) coalition to address the educational needs of children and their families who are homeless. KKIDS has been affiliated with the CoC for more than 20 years and includes more than 30 area school districts as well as the McKinney-Vento representative from the Missouri Department of Elementary and Secondary Education (DESE). KKIDS, the McKinney-Vento Coordinator at DESE, the Homeless Coordinators at the school districts, and the CoC work together to ensure service providers and families are aware of the educational requirements of the McKinney-Vento act, and ensure that the educational needs of homeless children and their families are being met.
adopted to inform individuals and families who become homeless of their eligibility for education services.

(limit 2,000 characters)

From a policy perspective, we strive to ensure that school districts are members of our CoC as we believe strongly that membership facilitates greater collaboration. From a procedural perspective, the CoC provides training to organizations annually regarding the requirements of the McKinney-Vento Act with regard to educational services for children. We partner with the State McKinney Vento representative to ensure that organizations are up-to-date on any changes. We also work with the school districts in our community to ensure that the educational needs of the families and children are met. Finally, we ensure that our providers and members have appropriate posters at their sites and have appropriate materials to hand out to families.

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

<table>
<thead>
<tr>
<th>Provider</th>
<th>MOU/MOA</th>
<th>Other Formal Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood Providers</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Head Start</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Early Head Start</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Child Care and Development Fund</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Federal Home Visiting Program</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Healthy Start</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Public Pre-K</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Birth to 3 years</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Tribal Home Visiting Program</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Other: (limit 50 characters)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

(limit 2,000 characters)

Members of the Saint Louis County Continuum of Care make every effort to identify assess and refer homeless veterans who are eligible for Veteran Affairs (VA) services and housing to appropriate resources such as the HUD-VASH and SSVF Programs. They do this through the connection the service providers have with each other and in particular with the Saint Louis VA’s Homeless Program at the VA Hope Recovery Center. The Hope Recovery Center completes an assessment on each Veteran to include a VI-SPADAT intake by
which the veteran is then referred to the appropriate program based on their needs assessment. The Saint Louis County CoC is working closely with Saint Louis City CoC and those of surrounding counties to use a coordinated entry system to specifically identify homeless veterans. Additionally, the County funds a hotel voucher program with ESG funds and the Missouri Veterans Commission provides additional funding for veterans.

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

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

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

3B-5. Racial Disparity. Applicants must:
(1) indicate whether the CoC assessed whether there are racial disparities in the provision or outcome of homeless assistance;
(2) if the CoC conducted an assessment, attach a copy of the summary.

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

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

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

| The CoC’s board and decisionmaking bodies are representative of the population served in the CoC. | |
The CoC has identified steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC.

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

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

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

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

<table>
<thead>
<tr>
<th>Type of Health Care</th>
<th>Assist with Enrollment</th>
<th>Assist with Utilization of Benefits?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Health Care Benefits (State or Federal benefits, Medicaid, Indian Health Services)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Private Insurers:</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-Profit, Philanthropic:</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Other: (limit 50 characters)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

A primary focus of CoC providers working with homeless populations is adequacy of income to sustain housing and promote stability. An important element of income for many homeless individuals and families is mainstream benefits. The CoC employs several strategies to ensure service providers remain up-to-date on mainstream resources available for homeless program participants including: 1) improving training for case managers across the CoC including both members and non-members; 2) providing annual training, coordinated by the Planning Committee, on a range of issues including changes in programs and policies for mainstream benefits; and 3) publicizing the availability of resources from Legal Services of Eastern MO to support families needing to appeal denied benefits. The CoC’s Planning Committee Committee
is responsible for overseeing this strategy.

### 4A-2. Housing First

Applicants must report:

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

| Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition. | 12 |
| Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach—meaning that the project quickly houses clients without preconditions or service participation requirements. | 12 |
| Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects in the FY 2018 CoC Program Competition that will be designated as Housing First. | 100% |

### 4A-3. Street Outreach

Applicants must:

1. describe the CoC’s outreach;
2. state whether the CoC’s Street Outreach covers 100 percent of the CoC’s geographic area;
3. describe how often the CoC conducts street outreach; and
4. describe how the CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance.

(4) A crisis helpline operates 365 days a year/24 hours a day and works to connect homeless youth ages 11-19 to shelter. In addition, the Saint Louis County police and school districts are engaged in the work of the CoC. Improving the level of coordination between these organizations strengthens the community’s crisis response system, and enables stakeholders to provide more meaningful services to persons in need.

### 4A-4. Affirmative Outreach

Applicants must describe:
(1) the specific strategy the CoC implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identity, sexual orientation, age, familial status or disability; and

(2) how the CoC communicated effectively with persons with disabilities and limited English proficiency fair housing strategy in (1) above. (limit 2,000 characters)

Affirmatively furthering fair housing and supportive services to eligible individuals without regard to race, color, national origin, religion, sex, gender identity, sexual orientation, age, familial status or disability, particularly among those who are least likely to apply is essential to the success of the CoC and the individuals we serve. Our strategies for addressing these issues include: 1) Annual training on equal access and fair housing issues; 2) Monitoring of funded agencies to ensure their policies comport with all federal, state and county policies regarding anti-discrimination, fair housing, and equal access; 3) Consultation with our local disability access organization, Paraquad; and 4) Ensuring that information available to homeless individuals and families is available through multiple channels and that interpretation and/or translation services are available as needed from the International Institute and other organizations serving immigrant populations.

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

<table>
<thead>
<tr>
<th>RRH beds available to serve all populations in the HIC</th>
<th>2017</th>
<th>2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>RRH beds available to serve all populations in the HIC</td>
<td>156</td>
<td>103</td>
<td>-53</td>
</tr>
</tbody>
</table>

4A-6. Rehabilitation or New Construction Costs. Are new proposed project applications requesting $200,000 or more in funding for housing rehabilitation or new construction?

No

4A-7. Homeless under Other Federal Statutes. Is the CoC requesting to designate one or more of its SSO or TH projects to serve families with children or youth defined as homeless under other Federal statutes?

No
4B. Attachments

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

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Required?</th>
<th>Document Description</th>
<th>Date Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>1C-5. PHA Administration Plan–Homeless Preference</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1C-5. PHA Administration Plan–Move-on Multifamily Assisted Housing Owners' Preference</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1C-8. Centralized or Coordinated Assessment Tool</td>
<td>Yes</td>
<td>Coordinated Assessment Tool</td>
<td>08/22/2018</td>
</tr>
<tr>
<td>1E-1. Objective Criteria–Rate, Rank, Review, and Selection Criteria (e.g., scoring tool, matrix)</td>
<td>Yes</td>
<td>Sample of Evaluation</td>
<td>08/07/2018</td>
</tr>
<tr>
<td>1E-3. Public Posting CoC-Approved Consolidated Application</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1E-3. Public Posting–Local Competition Rate, Rank, Review, and Selection Criteria (e.g., RFP)</td>
<td>Yes</td>
<td>Local Competition</td>
<td>08/15/2018</td>
</tr>
<tr>
<td>1E-4. CoC’s Reallocation Process</td>
<td>Yes</td>
<td>Reallocation Policy</td>
<td>09/11/2018</td>
</tr>
<tr>
<td>1E-5. Notifications Outside e-snaps–Projects Accepted</td>
<td>Yes</td>
<td>Award Notification</td>
<td>09/13/2018</td>
</tr>
<tr>
<td>1E-5. Notifications Outside e-snaps–Projects Rejected or Reduced</td>
<td>Yes</td>
<td>Rejected Project</td>
<td>09/13/2018</td>
</tr>
<tr>
<td>1E-5. Public Posting–Local Competition Deadline</td>
<td>Yes</td>
<td>Local Competition</td>
<td>08/15/2018</td>
</tr>
<tr>
<td>2A-1. CoC and HMIS Lead Governance (e.g., section of Governance Charter, MOU, MOA)</td>
<td>Yes</td>
<td>CoC Governance</td>
<td>09/13/2018</td>
</tr>
<tr>
<td>3A-6. HDX–2018 Competition Report</td>
<td>Yes</td>
<td>Competition Report</td>
<td>08/07/2018</td>
</tr>
<tr>
<td>3B-2. Order of Priority–Written Standards</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3B-5. Racial Disparities Summary</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------</td>
<td>----</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4A-7.a. Project List–Persons Defined as Homeless under Other Federal Statutes (if applicable)</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description: Coordinated Assessment Tool

Attachment Details

Document Description: Sample of Evaluation Tool

Attachment Details

Document Description:

Attachment Details

Document Description: Local Competition RFP
Attachment Details

Document Description: Reallocation Policy

Attachment Details

Document Description: Award Notification

Attachment Details

Document Description: Rejected Project Notifications

Attachment Details

Document Description: Local Competition Deadline

Attachment Details

Document Description: CoC Governance
Document Description: HMIS Policies and Procedures

Attachment Details

Document Description: Competition Report

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:
Attachment Details
Submission Summary

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

<table>
<thead>
<tr>
<th>Page</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A. Identification</td>
<td>09/11/2018</td>
</tr>
<tr>
<td>1B. Engagement</td>
<td>09/11/2018</td>
</tr>
<tr>
<td>1C. Coordination</td>
<td>09/11/2018</td>
</tr>
<tr>
<td>1D. Discharge Planning</td>
<td>09/11/2018</td>
</tr>
<tr>
<td>1E. Project Review</td>
<td>09/11/2018</td>
</tr>
<tr>
<td>2A. HMIS Implementation</td>
<td>09/11/2018</td>
</tr>
<tr>
<td>2B. PIT Count</td>
<td>09/11/2018</td>
</tr>
<tr>
<td>2C. Sheltered Data - Methods</td>
<td>09/11/2018</td>
</tr>
<tr>
<td>3A. System Performance</td>
<td>09/11/2018</td>
</tr>
<tr>
<td>3B. Performance and Strategic Planning</td>
<td>09/11/2018</td>
</tr>
<tr>
<td>4A. Mainstream Benefits and Additional Policies</td>
<td>09/11/2018</td>
</tr>
<tr>
<td>4B. Attachments</td>
<td>Please Complete</td>
</tr>
<tr>
<td>Submission Summary</td>
<td>No Input Required</td>
</tr>
</tbody>
</table>
Vulnerability Index -
Service Prioritization Decision Assistance Tool
(VI-SPDAT)

Prescreen Triage Tool for Families

AMERICAN VERSION 2.0

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1-800-352-9440  info@comm-sol.com  www.com-sol.com

COMMUNITY SOLUTIONS
Welcome to the SPDAT Line of Products

The Service Prioritization Decision Assistance Tool (SPDAT) has been around in various incarnations for over a decade, before being released to the public in 2010. Since its initial release, the use of the SPDAT has been expanding exponentially and is now used in over one thousand communities across the United States, Canada, and Australia.

More communities using the tool means there is an unprecedented demand for versions of the SPDAT, customized for specific client groups or types of users. With the release of SPDAT V4, there have been more current versions of SPDAT products than ever before.

VI-SPDAT Series

The Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) was developed as a pre-screening tool for communities that are very busy and do not have the resources to conduct a full SPDAT assessment for every client. It was made in collaboration with Community Solutions, creators of the Vulnerability Index, as a brief survey that can be conducted to quickly determine whether a client has high, moderate, or low acuity. The use of this survey can help prioritize which clients should be given a full SPDAT assessment first. Because it is a self-reported survey, no special training is required to use the VI-SPDAT.

Current versions available:
- VI-SPDAT V 2.0 for Individuals
- VI-SPDAT V 2.0 for Families
- VI-SPDAT V 1.0 for Youth

All versions are available online at
www.orgcode.com/products/vi-spdat/

SPDAT Series

The Service Prioritization Decision Assistance Tool (SPDAT) was developed as an assessment tool for frontline workers at agencies that work with homeless clients to prioritize which of those clients should receive assistance first. The SPDAT tools are also designed to help guide case management and improve housing stability outcomes. They provide an in-depth assessment that relies on the assessor’s ability to interpret responses and correlate those with evidence. As a result, this tool may only be used by those who have received proper, up-to-date training provided by OrgCode Consulting, Inc. or an OrgCode certified trainer.

Current versions available:
- SPDAT V 4.0 for Individuals
- SPDAT V 2.0 for Families
- SPDAT V 1.0 for Youth

Information about all versions is available online at
www.orgcode.com/products/spdat/
SPDAT Training Series

To use the SPDAT, training by OrgCode or an OrgCode-certified trainer is required. We provide training on a wide variety of topics over a variety of mediums.

The full-day in-person SPDAT Level 1 training provides you the opportunity to bring together as many people as you want to be trained for one low fee. The webinar training allows for a maximum of 15 different computers to be logged into the training at one time. We also offer online courses for individuals that you can do at your own speed.

The training gives you the manual, case studies, application to current practice, a review of each component of the tool, conversation guidance with prospective clients - and more!

Current SPDAT training available:
- Level 0 SPDAT Training: VI-SPDAT for Frontline Workers
- Level 1 SPDAT Training: SPDAT for Frontline Workers
- Level 2 SPDAT Training: SPDAT for Supervisors
- Level 3 SPDAT Training: SPDAT for Trainers

Other related training available:
- Excellence in Housing-Based Case Management
- Coordinated Access & Common Assessment
- Motivational Interviewing
- Objective-Based Interactions

More information about SPDAT training, including pricing, is available online at http://www.orgcode.com/product-category/training/SPDAT/
Administration

Interviewer's Name | Agency
--- | ---

Survey Date | Survey Time | Survey Location
DD/MM/YYYY | / | AM/PM

Opening Script

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

- the name of the assessor and their affiliation (organization that employs them, volunteer as part of a Point in Time Count, etc.)
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- that only "Yes," "No," or one-word answers are being sought
- that any question can be skipped or refused
- where the information is going to be stored
- that if the participant does not understand a question that clarification can be provided
- the importance of relaying accurate information to the assessor and act feeling that there is a correct or preferred answer that they need to provide, or information they need to conceal

Basic Information

<table>
<thead>
<tr>
<th>First Name</th>
<th>Nickname</th>
<th>Last Name</th>
</tr>
</thead>
</table>

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

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

* No second parent currently part of the household

<table>
<thead>
<tr>
<th>First Name</th>
<th>Nickname</th>
<th>Last Name</th>
</tr>
</thead>
</table>

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

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

IF EITHER HEAD OF HOUSEHOLD IS 60 YEARS OR OLDER THEN SCORE 1

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1800 755-9400 info@engageinc.com 3203@engageinc.com
Children

1. How many children under the age of 18 are currently with you? _______ — Refused

2. How many children under the age of 18 are not currently with your family, but you have reason to believe they will be joining you when you get housed? _______ — Refused

3. If household includes a female: Is any member of the family currently pregnant? Y N Refused

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

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Age</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

If there is a single parent with 2 children, and/or a child aged 11 or younger, and/or a current pregnancy, then score 1 for family size.

A. History of Housing and Homelessness

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

- Shelters
- Transitional Housing
- Safe Haven
- Outdoors
- Other (specify):

Refused

If the person answers anything other than "Shelter," "Transitional Housing," or "Safe Haven," then score 1.

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

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

If the family has experienced 1 or more consecutive years of homelessness, and/or 4 episodes of homelessness, then score 1.
B. Risks

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

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

SCORE:

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

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

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

SCORE:

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

IF "YES" THEN SCORE 1 FOR LEGAL ISSUES.

SCORE:

12. Does anybody force or trick you or anyone in your family to do things that you do not want to do?
    "Y" "N" "Refused"

13. Do you or anyone in your family ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone they don't know, share a needle, or anything like that?
    "Y" "N" "Refused"

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

SCORE:
C. Socialization & Daily Functioning

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

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

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

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

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

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

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

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

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

D. Wellness

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

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

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

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

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

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR PHYSICAL HEALTH.
24. Has drinking or drug use by you or anyone in your family led your family to being kicked out of an apartment or program where you were staying in the past?  
   \[ Y \quad N \quad \text{Refused} \]

25. Will drinking or drug use make it difficult for your family to stay housed or afford your housing?  
   \[ Y \quad N \quad \text{Refused} \]

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

SCORE: [Blank]

26. Has your family ever had trouble maintaining your housing, or been kicked out of an apartment, shelter, program or other place you were staying, because of:
   a) A mental health issue or concern?  
      \[ Y \quad N \quad \text{Refused} \]
   b) A past head injury?  
      \[ Y \quad N \quad \text{Refused} \]
   c) A learning disability, developmental disability, or other impairment?  
      \[ Y \quad N \quad \text{Refused} \]

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

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

SCORE: [Blank]

28. If the family scored 1 each for physical health, substance use, and mental health issues, does any single member of your household have 2 medical conditions, mental health concerns, and experience with problematic substance use?
   \[ Y \quad N \quad \text{N/A or Refused} \]

IF "YES," SCORE 1 FOR TRI-MORBIDITY.

SCORE: [Blank]

29. Are there any medications that a doctor said you or anyone in your family should be taking that, for whatever reason, they are not taking?
   \[ Y \quad N \quad \text{Refused} \]

30. Are there any medications like painkillers or anyone in your family don't take the way the doctor prescribed or where they sell the medication?
   \[ Y \quad N \quad \text{Refused} \]

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

SCORE: [Blank]

31. YES OR NO: Has your family's current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you or anyone in your family have experienced?
   \[ Y \quad N \quad \text{Refused} \]

IF "YES," SCORE 1 FOR ABUSE AND TRAUMA.

SCORE: [Blank]
32. Are there any children that have been removed from the family by a child protection service within the last 180 days?
   - Y  N  Refused

33. Do you have any family legal issues that are being resolved in court or need to be resolved in court that would impact your housing or who may live within your housing?
   - Y  N  Refused

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

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

36. If there are school-aged children, do your children attend school more often than not each week?
   - Y  N  N/A or Refused

37. Have the members of your family changed in the last 180 days, due to things like divorce, your kids coming back to live with you, someone leaving for military service or incarceration, a relative moving in, or anything like that?
   - Y  N  Refused

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

39. Do you have two or more planned activities each week as a family such as outings to the park, going to the library, visiting other family, watching a family movie, or anything like that?
   - Y  N  Refused

40. After school, or on weekends or days when there isn’t school, is the total time children spend each day where there is no interaction with you or another responsible adult...
   - A) 3 or more hours per day for children aged 13 or older?
     - Y  N  Refused
   - B) 2 or more hours per day for children aged 12 or younger?
     - Y  N  Refused

41. If there are children both 12 and under and 13 and over, do your older kids spend 2 or more hours on a typical day helping their younger siblings with things like getting ready for school, helping with homework, making them dinner, bathing them, or anything like that?
   - Y  N  N/A or Refused

If "No" to question 39, or "Yes" to any of questions 40 or 41, score 1 for parental engagement.
Scoring Summary

<table>
<thead>
<tr>
<th>DOMAIN</th>
<th>SUBTOTAL</th>
<th>RESULTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRE-SURVEY</td>
<td>12</td>
<td>Score: Recommendation:</td>
</tr>
<tr>
<td>A. HISTORY OF HOUSING &amp; HOMELESSNESS</td>
<td>12</td>
<td>0-3 no housing intervention</td>
</tr>
<tr>
<td>B. RISK</td>
<td>16</td>
<td>4-6 an assessment for Rapid</td>
</tr>
<tr>
<td>C. SOCIALIZATION &amp; DAILY FUNCTIONS</td>
<td>16</td>
<td>Re-Housing</td>
</tr>
<tr>
<td>D. WELLNESS</td>
<td>16</td>
<td>9+ an assessment for Permanent</td>
</tr>
<tr>
<td>E. FAMILY UNIT</td>
<td>16</td>
<td>Supportive Housing/Housing First</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>72</td>
<td></td>
</tr>
</tbody>
</table>

Follow-Up Questions

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>On a regular day, where is it easiest to find you and what time of day is easiest to do so?</td>
<td></td>
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<tr>
<td>place:</td>
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<tr>
<td>time:</td>
<td></td>
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<tr>
<td>or Morning/Afternoon/Evening/Night</td>
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<td>Is there a phone number and/or email where someone can safely get in touch with you or leave you a message?</td>
<td></td>
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<tr>
<td>phone:</td>
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<td>or:</td>
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<td>or email:</td>
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<td>email:</td>
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<td>Ok, now I'd like to take your picture so that it is easier to find you and confirm your identity in the future. May I do so?</td>
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<tr>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Refused</td>
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</table>

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

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

The HEARTH Act and federal regulations require communities to have an assessment tool for coordinated entry — and the VI-SPDAT and SPDAT meet these requirements. Many communities have struggled to comply with this requirement, which demands an investment of considerable time, resources and expertise. Others are making it up as they go along, using “gut instincts” in lieu of solid evidence. Communities need a practical, evidence-informed way to satisfy federal regulations while quickly implementing an effective approach to access and assessment. The VI-SPDAT is a first-of-its-kind tool designed to fill this need, helping communities and homeless in a quick, strategic fashion.

The VI-SPDAT

The VI-SPDAT was initially created by combining the elements of the Vulnerability Index which was created and implemented by Community Solutions within the 100,000 Homes Campaign, and the SPDAT Pre-screen instrument that was part of the Service Prioritization Decision Assistance Tool. The combination of these two instruments was performed through extensive research and development, and testing. The development process included the direct voices of hundreds of persons with lived experience.

The VI-SPDAT examines factors of current vulnerability and future housing stability. It follows the structure of the SPDAT assessment tool, and is informed by the same research backbone that supports the SPDAT — almost 300 peer reviewed published journal articles, government reports, clinical and quasi-clinical assessment tools, and large data sets. The SPDAT has been independently tested, as well as internally reviewed. The data overwhelmingly shows that when the SPDAT is used properly, housing outcomes are better than when no assessment tool is used.

The VI-SPDAT is a triage tool, it highlights areas of higher acuity, thereby helping to inform the type of support and housing intervention that may be most beneficial to improve long term housing outcomes. It also helps inform the order — or priority — in which people should be served. The VI-SPDAT does not make decisions; it informs decisions. The VI-SPDAT provides data that communities, service providers, and people experiencing homelessness can use to help determine the best course of action next.

Version 2

Version 2 builds upon the success of Version 1 of the VI-SPDAT with some refinements. Starting in August 2014, a survey was launched of existing VI-SPDAT users to get their input on what should be amended, improved, or maintained in the tool. Analysis was completed across all of these responses. Further research was conducted. Questions were tested and refined over several months, again including the direct voice of persons with lived experience and frontline practitioners. Input was also gathered from senior government officials that create policy and programs to help ensure alignment with guidelines and funding requirements.

You will notice some differences in Version 2 compared to Version 1. Namely:

- it is shorter, usually taking less than 7 minutes to complete;
- subjective elements through observation are now gone, which means the exact same instrument can be used over the phone or in-person;
- medical, substance use, and mental health questions are all refined;
- you can now explicitly see which component of the full SPDAT each VI-SPDAT question (fits to) and;
- the scoring range is slightly different (Don’t worry, we can provide instructions on how these relate to results from Version 1).
Vulnerability Index -
Service Prioritization Decision Assistance Tool
(VI-SPDAT)

Prescreen Triage Tool for Single Adults

AMERICAN VERSION 2.0

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1 (610) 956-4440 info@organics.com www.communitysolutions.com

COMMUNITY
SOLUTIONS
Welcome to the SPDAT Line of Products

The Service Prioritization Decision Assistance Tool (SPDAT) has been around in various incarnations for over a decade, before being released to the public in 2010. Since its initial release, the use of the SPDAT has been expanding exponentially and is now used in over one thousand communities across the United States, Canada, and Australia.

More communities using the tool means there is an unprecedented demand for versions of the SPDAT, customized for specific client groups or types of users. With the release of SPDAT VI, there have been more current versions of SPDAT products than ever before.

VI-SPDAT Series

The Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) was developed as a pre-screening tool for communities that are very busy and do not have the resources to conduct a full SPDAT assessment for every client. It was made in collaboration with Community Solutions, creators of the Vulnerability Index, as a brief survey that can be conducted to quickly determine whether a client has high, moderate, or low acuity. The use of this survey can help prioritize which clients should be given a full SPDAT assessment first. Because it is a self-reported survey, no special training is required to use the VI-SPDAT.

Current versions available:
- VI-SPDAT V 2.0 for individuals
- VI-SPDAT V 2.0 for Families
- VI-SPDAT V 1.0 for Youth

All versions are available online at
www.orgcode.com/products/vi-spdat/

SPDAT Series

The Service Prioritization Decision Assistance Tool (SPDAT) was developed as an assessment tool for frontline workers at agencies that work with homeless clients to prioritize which of these clients should receive assistance first. The SPDAT tools are also designed to help guide case management and improve housing stability outcomes. They provide an in-depth assessment that relies on the assessor’s ability to interpret responses and corroborate these with evidence. As a result, this tool may only be used by those who have received proper, up-to-date training provided by OrgCode Consulting, Inc. or an OrgCode certified trainer.

Current versions available:
- SPDAT V 4.0 for individuals
- SPDAT V 2.0 for Families
- SPDAT V 1.0 for Youth

Information about all versions is available online at
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1(800) 355-9449 info@orgcode.com support@orgcode.com
SPDAT Training Series
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a wide variety of topics over a variety of mediums.

The full-day in-person SPDAT Level 1 training provides you the opportunity to bring together as many
people as you want to be trained for one low fee. The webinar training allows for a maximum of 15 dif-
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Administration

<table>
<thead>
<tr>
<th>Interviewer's Name</th>
<th>Agency</th>
<th>Team</th>
<th>Staff</th>
<th>Volunteer</th>
</tr>
</thead>
</table>

Survey Date: __/__/____
Survey Time: __:___ __PM/PM
Survey Location: __________________________________________________________________________

Opening Script

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

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

Basic Information

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<th>Last Name</th>
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In what language do you feel best able to express yourself? ________________________________

Date of birth: __/__/____
Age: _____ Social Security Number: _____________
Consent to participate: Yes No

If the person is 60 years of age or older, their score is: ____________________
A. History of Housing and Homelessness

1. Where do you sleep most frequently? (check one)
   - Shelters
   - Transitional Housing
   - Safe Haven
   - Outdoors
   - Other (specify)

   Score:

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

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

   Score:

B. Risks

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

   Score:

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

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

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

SCORE:

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

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

SCORE:

C. Socialization & Daily Functioning

10. Is there anyone, past landlord, a boss, or a government group like the IRS that thinks you owe them money?  
    * Y * N * Refused

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

SCORE:

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

SCORE:

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

SCORE:

14. Is your current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because family or friends caused you to become evicted?  
    * Y * N * Refused

SCORE:
D. Wellness

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

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

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

18. Do you have any physical disabilities that would limit the type of housing you could access, or would it be hard to live independently because you’d need help?  
   - Y  
   - N  
   - Refused

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

20. For female respondents only, Are you currently pregnant?  
   - Y  
   - N  
   - N/A or refused

If "Yes" to any of the above, then score 1 for Physical Health.

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

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

If "Yes" to any of the above, then score 1 for Substance Use.

23. Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:  
   a) A mental health issue or concern?  
      - Y  
      - N  
      - Refused
   b) A past head injury?  
      - Y  
      - N  
      - Refused
   c) A learning disability, developmental disability, or other impairment?  
      - Y  
      - N  
      - Refused

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

If "Yes" to any of the above, then score 1 for Mental Health.

If the respondent scored 1 for Physical Health and 1 for Substance Use and 1 for Mental Health, score 1 for In-Morbidity.
25. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking?  
   - Y  N  Refused

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

27. Yes/No: Has your current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you have experienced?  
   - Y  N  Refused

**Scoring Summary**

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<th>Results</th>
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<tr>
<td>B. Risks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Socialization &amp; Daily Functions</td>
<td></td>
<td></td>
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<tr>
<td>D. Wellness</td>
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<td></td>
</tr>
<tr>
<td>Grand Total</td>
<td>40</td>
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</tr>
</tbody>
</table>

**Score: Recommendations:**

- 0-3: no housing intervention
- 4-7: an assessment for Rapid Re-Housing
- 8+: an assessment for Permanent Supportive Housing/Housing First

**Follow-Up Questions**

- On a regular day, where is it easiest to find you and what time of day is easiest to do so?
  - place: ____________________________
  - time: ____________________________
  - or Morning/Afternoon/Evening/Night
- Is there a phone number and/or email where someone can safely get in touch with you or leave you a message?
  - phone: (____) ______- ______
  - email: ____________________________
- Oh, now I’d like to take your picture so that it is easier to find you and confirm your identity in the future. May I do so?
  - Yes  No  Refused

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

- military service and nature of discharge
- ageing out of care
- mobility issues
- legal status in country
- income and source of it
- children that may reside with the adult at some point in the future
- safety planning
Appendix A: About the VI-SPDAT

The HEARTH Act and federal regulations require communities to have an assessment tool for coordinated entry - and the VI-SPDAT and SPDAT meet these requirements. Many communities have struggled to comply with this requirement, which demands an investment of considerable time, resources and expertise. Others are making it up as they go along, using "gut instincts" in lieu of solid evidence. Communities need practical, evidence-informed tools that enhance their ability to comply with federal regulations and quickly implement an effective approach to access and assessment. The VI-SPDAT is a first-of-its-kind tool designed to fill this need, helping communities end homelessness in a quick, strategic fashion.

The VI-SPDAT

The VI-SPDAT was initially created by combining the elements of the Vulnerability Index which was created and implemented by Community Solutions broadly in the 100,000 Homes Campaign, and the SPDAT Prescreen Instrument that was part of the Service Prioritization Decision Assistance Tool. The combination of these two instruments was performed through extensive research and development, testing, and development process included the direct voice of hundreds of persons with lived experience.

The VI-SPDAT examines factors of current vulnerability and future housing stability. It follows the structure of the SPDAT assessment tool, and is informed by the same research backbone that supports the SPDAT - almost 300 peer reviewed published journal articles, government reports, clinical and quasi-clinical assessment tools. The VI-SPDAT has been independently tested, as well as internally reviewed. The data overwhelmingly shows that when the SPDAT is used properly, housing outcomes are better than when no assessment tool is used.

The VI-SPDAT is a triage tool. It highlights areas of higher acuity, thereby helping to inform the type of support and housing intervention that may be most beneficial to improve long-term housing outcomes. It also helps inform the order - or priority - in which people should be served. The VI-SPDAT does not make decisions; it informs decisions. The VI-SPDAT provides data that communities, service providers, and people experiencing homelessness can use to help determine the best course of action next.

Version 2

Version 2 builds upon the success of Version 1 of the VI-SPDAT with some refinements. Starting in August 2014, a survey was launched of existing VI-SPDAT users to get their input on what should be amended, improved, or maintained in the tool. Analysis was completed across all of these responses. Further research was conducted, questions were tested and refined over several months, again including the direct voice of persons with lived experience and frontline practitioners. Input was also gathered from senior government officials that create policy and programs to help ensure alignment with guidelines and funding requirements.

You will notice some differences in Version 2 compared to Version 1. Namely:

- it is shorter, usually taking less than 7 minutes to complete;
- subjective elements through observation are now gone, which means the exact same instrument can be used over the phone or in-person;
- medical, substance use, and mental health questions are all refined;
- you can now explicitly see which component of the full SPDAT each VI-SPDAT question links to; and,
- the scoring range is slightly different (Don’t worry, we can provide instructions on how these relate to results from Version 1).
Transition Age Youth -
Vulnerability Index -
Service Prioritization Decision Assistance Tool
(TAY-VI-SPDAT)

"Next Step Tool for Homeless Youth"

AMERICAN VERSION 1.0

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Administration

Interviewer's Name | Agency  | O Team  | O Staff  | O Volunteer

Survey Date | Survey Time | Survey Location

DD/MM/YYYY __/__/____:____

Opening Script

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

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

Basic Information

First Name | Nickname | Last Name

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

Date of Birth | Age | Social Security Number | Consent to participate

DD/MM/YYYY __/__/____ | ______ | ______ | ______ | O Yes | O No

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

SCORE: 1

©2016 CongaAsi Consulting Inc., Corporation for Supportive Housing, Community Solutions and Eric Reis, USC School of Social Work. All rights reserved. 18080 353-0470 info@congaasi.com scanascom
A. History of Housing and Homelessness

1. Where do you sleep most frequently? (check one)
   - Shelters
   - Transitional Housing
   - Safe Haven
   - Couch Surfing
   - Outdoors
   - Other (specify):

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

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

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

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

B. Risks

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

IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 5 OR MORE, THEN SCORE 1 FOR EMERGENCY SERVICE USE.

5. Have you been attacked or beaten up since you’ve become homeless?
   □ Yes □ No □ Refused

6. Have you threatened to or tried to harm yourself or anyone else in the last year?
   □ Yes □ No □ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF HARM.
7. Do you have any legal stuff going on right now that may result in you being locked up, having to pay fines, or that make it more difficult to rent a place to live?  
   Y  N  R

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

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

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

C. Socialization & Daily Functioning

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

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

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

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

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1-888-350-0990, info@seagram.com, seagramtech.com
11. Is your current lack of stable housing...
   a) Because you ran away from your family home, a group home, or a foster home?  
      Q Y Q N Q Refused
   b) Because of a difference in religious or cultural beliefs from your parents, guardians, or caregivers?  
      Q Y Q N Q Refused
   c) Because your family or friends caused you to become homeless?  
      Q Y Q N Q Refused
   d) Because of conflicts around gender identity or sexual orientation?  
      Q Y Q N Q Refused

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

   e) Because of violence at home between family members?  
      Q Y Q N Q Refused
   f) Because of an unhealthy or abusive relationship, either at home or elsewhere?  
      Q Y Q N Q Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR ABUSE/TRAUMA.  
SCORE: 0

D. Wellness

16. Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health?  
     Q Y Q N Q Refused
17. Do you have any chronic health issues with your liver, kidneys, stomach, lungs, or heart?  
     Q Y Q N Q Refused
18. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you?  
     Q Y Q N Q Refused
19. Do you have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you’d need help?  
     Q Y Q N Q Refused
20. When you are sick or not feeling well, do you avoid getting medical help?  
     Q Y Q N Q Refused
21. Are you currently pregnant, have you ever been pregnant, or have you ever gotten someone pregnant?  
     Q Y Q N Q Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR PHYSICAL HEALTH.  
SCORE: 0
22. Has your drinking or drug use led you to being kicked out of an apartment or program where you were staying in the past?  
23. Will drinking or drug use make it difficult for you to stay housed or afford your housing?  
24. If you’ve ever used marijuana, did you ever use it at age 12 or younger?  

**Scoring Summary**

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<th>Subtotal</th>
<th>Results</th>
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<td>Recommendation:</td>
</tr>
<tr>
<td>B. Risks</td>
<td>0/10</td>
<td>0-3: no moderate or high intensity services be provided at this time</td>
</tr>
<tr>
<td>C. Socialization &amp; Daily Functions</td>
<td>0/10</td>
<td>4-7: assessment for time limited supports with moderate intensity</td>
</tr>
<tr>
<td>D. Wellness</td>
<td>0/10</td>
<td>8+: assessment for long-term housing with high service intensity</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td>1/10</td>
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</tr>
</tbody>
</table>
**Follow-Up Questions**

<table>
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<tr>
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<tr>
<td>Is there a phone number and/or email where someone can get in touch with you or leave you a message?</td>
<td>Phone: (____) <strong><strong>-</strong></strong>__</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

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

- military service and nature of discharge
- aging out of care
- mobility issues
- legal status in country
- income and source of it
- current restrictions on where a person can legally reside
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Appendix A: About the TAY-VI-SPDAT

The HEARTH Act and federal regulations require communities to have an assessment tool for coordinated entry - and the VI-SPDAT and SPDAT meet these requirements. Many communities have struggled to comply with this requirement, which demands an investment of considerable time, resources and expertise. Others are making it up as they go along, using “gut instincts” in lieu of solid evidence. Communities need practical, evidence-informed tools that enhance their ability to respond to federal regulations and quickly implement an effective approach to access and assessment. The VI-SPDAT is a first-of-its-kind tool designed to fill this need, helping communities and homeless youth in a quick, strategic fashion.

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The Youth – Transition Age Youth Tool from CSH

Released in May 2013, the Corporation for Supportive Housing (CSH) partnered with Dr. Eric Rice, Assistant Professor at the University of Southern California (USC) School of Social Work, to develop a triage tool that targets homeless Transition Age Youth (TAY) for permanent supportive housing. It consists of six items associated with long-term homelessness (five or more years) among transition-aged youth (age 18-24).

Version 2 of the VI-SPDAT

Version 2 builds upon the success of Version 1 of the VI-SPDAT with some refinements. Starting in August 2014, a survey was launched of existing VI-SPDAT users to get their input on what should be added, improved, or maintained in the tool.

Analysis was completed across all of these responses. Further research was conducted. Questions were tested and refined over several months, again including the direct voice of persons with lived experience and frontline practitioners. Input was also gathered from federal government officials that create policy and programs to help ensure alignment with guidelines and funding requirements.
The TAY-VI-SPDAT – The Next Step Tool for Homeless Youth

One piece of feedback was the growing concern that youth tended to score lower on the VI-SPDAT, since the Vulnerability Index assesses risk of mortality which is less prevalent among younger populations. So, in version 2 of the VI-SPDAT, OrCode Consulting, Inc. and Community Solutions joined forces with CSF to combine the best parts of the TAY, the VI, and the SPDAT to create one streamlined triage tool designed specifically for youth aged 24 or younger.

If you are familiar with the VI-SPDAT, you will notice some differences in the TAY-VI-SPDAT compared to VI-SPDAT version 1. Namely:

- it is shorter, usually taking less than 7 minutes to complete;
- subjective elements through observation are not gone, which means the exact same instrument can be used over the phone or in person;
- medical, substance use, and mental health questions are all refined;
- you can now explicitly see which component of the full SPDAT each VI-SPDAT question links to; and,
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ST. LOUIS COUNTY DEPARTMENT OF HUMAN SERVICES
HOMELESS SERVICES PROGRAM

REQUEST FOR PROPOSALS

CONTINUUM OF CARE 2018 NOTICE OF FUNDING AVAILABILITY

RFP #2018-44-PR

Proposal Due Date: August 9, 2018 2:00 p.m. Prevailing Central Time

Submit Proposals To: Department of Procurement,
St. Louis County Government
8th Floor, 41 S. Central Ave.
Clayton, MO 63105
Attention: CoC FY2018 RFP#2018-44-PR

Submit: Two (2) printed, signed and dated original proposals
Four (4) additional copies of the original proposals

Important Notice:
Effective immediately upon release of this Request for Proposals (RFP), and until notice of contract award, all official communications from Proposers regarding the requirements of this RFP shall be directed to the Director, Division of Procurement, 8th floor, 41 S. Central Avenue, Clayton, MO 63105 at purchasing@stlouisco.com. The Director, Division of Procurement, or designee shall distribute all official changes, modifications, responses to questions or notices relating to the requirements of this RFP by posting the same to the St. Louis County website with the RFP. Any other information of any kind from any other source shall not be considered official, and Proposers relying on other information do so at their own risk.
REQUEST OF PROPOSAL
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Section 8: Contract Requirements
Section 9: Attachments to this Request for Proposal
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   B. Proposal Cover Sample
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SECTION 1: CONTINUUM OF CARE APPLICATION PROCESS INTRODUCTION

The St. Louis County Department of Human Services is the Collaborative Applicant and the Grants Administrator for the St. Louis County Continuum of Care (CoC). Our goal is to reduce the prevalence of homelessness in our region by developing permanent solutions for homeless individuals and families. Over the past several years, the St. Louis County's Homeless Services Program has played an active role in supporting efforts to prevent, reduce, and end homelessness in St. Louis County, and it has led initiatives to improve delivery of services to homeless individuals and families. Emergency Shelter, Transitional Housing, Permanent Supportive Housing, Rapid Rehousing, Prevention, Coordinated Entry and Homeless Management Information System (HMIS) services are contracted through a variety of nonprofit partners in the St. Louis area.

In the period of time between 2013 and 2018, the St Louis County Continuum of Care (CoC) was transformed from an informal network of service providers to an effective coordinating body that powers the service delivery to homeless populations in the community, with the St. Louis County's Homeless Services Program serving as the Collaborative CoC Applicant and administrative entity. The Homeless Services Program team and the St. Louis County's CoC together serve a pivotal role in ensuring that services are effectively in line with both funder guidelines and a broad vision for reducing and ending homelessness.

A turning point in Homeless Services’ planning was achieved in January 2016 when a regional agreement among multiple Continuum of Care was initiated to transition to a new system of intake of homeless clients into the CoC network of provider agencies. A Homeless Hotline had been the traditional point of access for homeless people. Eligibility was on a first come first served basis, and the overall bed capacity could serve only 40% of people in need of immediate shelter and other housing. The new system of Coordinated Entry is opening a point of entry, where assessment and shelter options are to be provided, followed by placement in housing and prevention of loss of housing where possible. The intention is to allow clients to be placed directly into an appropriate housing intervention and streamline the use of resources, rather than funneling all clients through shelter, when shelter may not be the most appropriate intervention.

The St. Louis County Department of Human Services, Homeless Services Program, located at 500 Northwest Plaza, Suite 800, St. Louis, MO 63074 is requesting proposals for projects and programs that address the need for Coordinated Entry (CE), Permanent Housing (PH), Rapid Rehousing and Transitional Housing (TH) for Saint Louis County individuals and families who are homeless. The Continuum of Care Grant 2018 funds are available through a Request for Proposals process. These funds are governed by applicable federal, state, and local laws, regulations and requirements, and by policies and expectations of the Saint Louis County Department of Human Services. Please refer to The Continuum of Care Grant regulations at 24CFR Part 578 for complete information regarding eligible costs and program requirements. The Overview of CoC Program Components and Eligible Costs Online Module is available on the HUD Exchange website or by using the following link: https://www.hudexchange.info/resource/3146/coc-program-components-and-eligible-costs/

Notice to Proposers:
This Request for Proposals (RFP) is for funding to be made available during calendar year 2019-2020 for Continuum of Care grants. It is important to be aware that a twenty-five percent (25%) match will be required for each Continuum of Care grant awarded to agencies.

Project Priorities:
The intention of this RFP is to encourage applicant agencies to focus their proposed activities on HUD
priorities, local needs, and strategies to address them. The goal is to align projects and service priorities in order to facilitate maximum benefit and outcomes for homeless clients. The Saint Louis County Department of Human Services Homeless Services Program, is requesting proposals for projects and programs that address the need for permanent housing for Saint Louis County individuals and families. The Saint Louis County CoC has identified priority homeless populations as the Chronic homeless, Veterans, Families with minor children, Youth (16-24 years old), Domestic Violence survivors, and medically frail. This is a new project under the U.S. Department of Human and Urban Development (HUD) Notice of Funding Availability (NOFA) FY2017 CoC Program (24 CFR part 578) and has very specific requirements. The Housing First Model must be applied to this project. The total funding available is $2,584,989.00. This total included $1,928,309 estimated Annual Renewal Demand, $246,255 Bonus and $410,425 Domestic Violence Bonus St. Louis County may choose one proposal or multiple proposals.

HUD FY2018 Continuum of Care Notice of Funding Availability lists the following allowable new projects:

- Permanent Supportive Housing
- Rapid Re-Housing
- Joint Transition Housing and Permanent Housing-Rapid-Re-Housing
- Supportive Services Only – Coordinated Entry
- Homeless Management Information Systems (HMIS)

St. Louis County is seeking new project(s) under the 2018 HUD Continuum of Care Notice of Funding Availability. For full details on projects and eligible services please review the FY2018 Continuum of Care (CoC) Program Competition NOFA. Please note a Domestic Violence Bonus funds are available. Domestic Violence Bonus funds can be in the form of three types of new projects: Permanent Housing, Rapid Re-Housing, Joint Transitional and Permanent Housing-Rapid Re-Housing component, and Supportive Services Only for Coordinated Entry.

Per St. Louis County Continuum of Care Service Priorities, projects submitted for consideration should fall into one of four categories:

1. **Permanent Housing:**
   a. The creation of new or expansion of existing Permanent Supportive Housing that will serve the chronically homeless, families, individuals medically frail, veterans and youth through permanent housing bonus; or reallocation if available.

2. **Rapid Re-Housing:**
   a. The creation of new or expansion of existing Rapid Re-Housing that will serve homeless families, individuals and youth coming directly from a place not meant for human habitation or emergency shelters, and includes persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness.

   b. The creation of new Domestic Violence – Permanent Housing Rapid Re-Housing projects that will serve families and individuals fleeing domestic violence, dating violence, and stalking through Domestic Violence Bonus funds.

3. **Joint Transitional Housing and Rapid Re-Housing:**
   a. The creation of new Joint Transitional Housing and Rapid Re-Housing project that will provide enough rapid re-housing assistance to ensure that at any given time a program participant may move from transitional housing to permanent housing. This single project will serve homeless families, individuals and youth experiencing homelessness. Through bonus; or reallocation if available.
b. The creation of new Joint Transitional and Permanent Housing-Rapid Re-Housing projects. According to the NOFA Section 3. Criteria for Applicants, the Joint TH and PH-RRH component project combines two existing program components—transitional housing and permanent housing-rapid rehousing projects will better serve homeless individuals and families, including individuals or families fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking through Domestic Violence Bonus funds.

4. Supportive Services Only for Coordinated Entry:
   a. The creation or expansion of an existing Supportive Services Only for Coordinated Entry project to develop or operate a centralized or coordinated assessment system for homeless families, individuals, and youth individuals through bonus; or reallocation if available.
   
b. The creation of a new Supportive Services Only for Coordinated Entry project to implement policies, procedures, and practices that equip the CoC’s coordinated entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking (e.g., to implement policies and procedures that are trauma-informed, client-centered or to better coordinate referrals between the CoC’s coordinated entry and the victim service coordinated entry system where they are different) through Domestic Violence Bonus funds.

St. Louis County is seeking interested organizations that demonstrate the attributes listed below:

- Competent and cooperative management with a vision for staffing and support
- A commitment and ability to ensure that customer service oriented staff are available to serve homeless, throughout the period of performance of the project(s)
- A willingness to integrate resources and activities with other organizations
- Flexibility in deploying human resources and an ability to adapt to change as economic conditions and operational needs evolve

St. Louis County CoC and Homeless Services Program intends to be as inclusive as possible in the solicitation. The objective is to receive several high quality proposals that articulate clear and aggressive strategies for housing, and other service designed to assist homeless consumers. The resulting contracts with the successful proposers will be for a twelve-month period.

A. Functions and Requirements:

St. Louis County Department of Human Services, Homeless Services Program will be responsible for administration and oversight of the contracts. The sub-recipient must have the management capacity to administer a grant program beginning day one (1) of the contract period start date and will be responsible for intake, eligibility determination, and follow-up services. The agency or organization providing the service activities will be subject to an extensive set of reporting and monitoring requirements as developed by St. Louis County Department of Human Services, Homeless Services Program. These reports will be required as necessary to carry out monitoring and evaluation of activities as mandated by HUD HEARTH Final Rule regulations. The HUD HEARTH Final Rule regulations can be reviewed at https://www.hudexchange.info/resources/documents/HEARTH_HomelessDefinition_FinalRule.pdf

Agencies and organizations submitting a proposal should be familiar with the basic requirements outlined in the HEARTH Final Rule, CoC Program interim rule (24 CFR 578), and should provide evidence in the proposal of the necessary staff skills, knowledge, and abilities to see that these requirements are met. Interested applicants should read the 2018
HUD NOFA in its entirety in order to ensure a comprehensive understanding of the CoC program requirements. The full CoC 2018 HUD NOFA text may be found at: https://www.hudexchange.info/resources/documents/FY-2018-CoC-Program-Competition-NOFA.pdf

The sub-recipient must have the management capability to submit a reimbursement request for services rendered on a monthly basis to the St. Louis County Homeless Services Program. Requests for reimbursement shall be submitted to the St. Louis County Homeless Services Program no later than the 15th day following the month for which reimbursement for those services was requested. Late and re-submitted requests for reimbursement may be disallowed or denied payment.

B. This RFP is not in itself an offer to work nor does it commit St. Louis County to fund any proposals submitted. St. Louis County is not liable for any costs incurred in the preparation or research of proposals. St. Louis County reserves the right to make an award to any proposer or to make no awards, if that is deemed to serve the best interest of the St. Louis County Region. In addition, St. Louis County reserves the right to:

1. Amend or withdraw this RFP at any time
2. Reject any and all proposals
3. Re-issue this RFP

C. Disclaimers

1. Failure to follow the RFP process can result in the outright rejection of a proposal. Any existing sub-recipient with St. Louis County is prohibited from utilizing any funds currently awarded to respond to this RFP.
2. All commitments made by St. Louis County are contingent upon the availability of Continuum of Care Grant 2018 funds.

D. In the event it becomes necessary to revise any part of this RFP, a written addendum will be issued. Any amendment to this RFP shall be valid only if in writing and issued by St. Louis County. Verbal conversations or agreements with any officer, agent, or employee of St. Louis County which may modify any terms or obligations of this RFP shall be invalid.

E. St. Louis County may require proposers selected to participate in negotiations without discussion of an offer with the proposer. Proposals should be submitted in the most favorable terms from a price and technical standpoint. St. Louis County reserves the right to request any additional data or discussion/presentation in support of the written proposal at any time, prior to the execution of a contract.

F. Upon award, that sub-recipient assumes full responsibility for administration of the program activity and expenditures of funds in accordance with the corresponding federal or local grant funding regulation. Each sub-recipient will be liable for any disallowed or illegal expenditure of funds or program operation conducted under this contract. Disallowed or illegal costs will be subject to repayment from non-federal funds to St. Louis County by the sub-recipient.

G. Type of Contract

1. The RFP is for a cost-reimbursement contract.
2. Conflict of Interest policies issued by St. Louis County will be effective throughout all phases of this procurement process.
SECTION 2: RFP SCHEDULE, INSTRUCTIONS AND COMMUNICATIONS

2.1 Listed below are the milestone dates of activities related to this RFP. In the event these dates change, Proposers will be notified via addendum posted on the St. Louis County (“County”) website. It is County’s goal to meet the dates specified.

<table>
<thead>
<tr>
<th><strong>Milestone</strong></th>
<th><strong>Estimated Date</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Issuance</td>
<td>July 19, 2018</td>
</tr>
<tr>
<td>Pre-Proposal Conference</td>
<td>July 25, 2018</td>
</tr>
<tr>
<td>Deadline for Questions &amp; Clarifications</td>
<td>July 31, 2018</td>
</tr>
<tr>
<td>Issuance of Final addendum</td>
<td>August 2, 2018</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>August 9, 2018</td>
</tr>
<tr>
<td>Award Announcements</td>
<td>August 24, 2018</td>
</tr>
</tbody>
</table>

2.2 Instructions

1. Direct all inquiries and correspondence in writing to,

   St. Louis County Division of Procurement  
   ATTN: CoC FY2018 - RFP #2018-44-PR  
   41 S. Central Ave, 8th Floor  
   St. Louis, MO 63105  
   E-mail: preuter@stlouisco.com

2. Contact with any representative, other than that outlined herein, concerning this RFP is prohibited. “Representative” shall include, but not be limited to, all elected and appointed officials, and employees of County and the agencies within St. Louis County. Any Proposer engaging in such prohibited communications may be disqualified at the sole discretion of the County Director of Procurement.

3. A pre-proposal conference to review the scope of the RFP will be held on July 25, 2018 in the Department of Human Services Office located at 500 Northwest Plaza, first floor atrium in the Training room –, St. Ann, MO 63074 at 10:00 – 11:30 p.m. **Attendance is required at the pre-proposal conference.**

4. Any changes or updates to the Request for Proposals will be in the form of an addendum posted on the County’s website along with the original RFP. It is the proposer’s responsibility to monitor the site for any addenda. All addenda must be signed as acknowledged and accepted. The signed acknowledgement must be submitted with the proposal.

5. Any questions regarding the RFP shall be submitted in writing by July 31, 2018 at 2:00 p.m. Prevailing Central Time, to allow time for posting of any necessary addenda before the submission deadline. Questions may be submitted via email to preuter@stlouisco.com. **Please do not submit any questions to Homeless Services.**

6. Organizations should read all contents of the RFP before beginning their response.

7. Responses to all requested information should be typed in 12-point font, double spaced and answered completely, honestly, and to the best of your organization’s ability. Fancy bindings and other presentations beyond that required by the RFP should not be included.

8. Applications received by Saint Louis County Homeless Services Program will be screened to ensure that all basic information has been provided and minimum requirements are met. The Saint Louis County Homeless Services Program review
committee will certify proposals for the ranking and review process which will follow the evaluation criteria.

9. Six (6) copies of the completed proposal must be submitted. Two (2) copies must bear the original signature of the agency official authorized to enter into contract with Saint Louis County. Four copies of the Agency Summary Packet,

11. Proposals that are either hand or courier delivered will be dated and time stamped with a receipt issued.

11. Proposals that are mailed will be dated and time stamped upon receipt.

12. Proposals that are faxed, scanned or email will not be accepted.

2.3 Submission and Opening of Proposals:

1. Proposals shall be submitted in a sealed envelope labeled “CoC FY2018 – RFP 2018-44-PR”. Proposers using commercial carriers shall ensure that the proposal is marked on the outermost wrapper. All New Proposals, in the form of two original and 4 copies shall be received by 2:00 p.m. Prevailing Central Time on August 9, 2018 at the St. Louis County Division of Procurement, 41 S. Central, 8th Floor, St. Louis, Missouri, 63105.

2. All Renewal Proposals are to be submitted on August 9, 2018 by 2:00 p.m. to 500 Northwest Plaza, Suite 800, St. Ann Missouri, 63074. Attention: Karyn Robinson Taylor. Any proposals received after the time specified for the receipt of proposals shall not be considered unless the proposer provides and County accepts reasons demonstrating good cause for the delay. It is the responsibility of the Proposer to ensure that the package is received at the right location and before 2:00 p.m. Prevailing Central Time.

2. County reserves the right to accept or reject any or all proposals and to waive any irregularities in the proposals if such waiver does not substantially change the offer or provide a competitive advantage to any Proposer.

3. No proposals submitted by email or facsimile, or any modifications to previously submitted proposals, made by email or facsimile, shall be considered. If a proposal is sent by mail, allowance shall be made by the Proposer for the time required for such transmission.

4. A legally authorized representative of the Proposer shall sign the proposal. All Proposers must complete and submit Attachment D – Authorized Signatures.

5. No responsibility shall be attached to any person for premature opening of a Proposal not properly identified.

6. County is subject to Chapter 610 of the Revised Statutes of Missouri. The contents of proposals submitted in the RFP process, with selected exceptions, shall be open records and be open to inspection after a contract is executed or County rejects all proposals.

7. All opened proposals become the property of County.

8. No corrections are permitted after the stated proposal due date and time. If a correction is required prior to the due date and time, the Proposer shall submit an amendment to the original proposal identifying the section, article, and page number(s) of the change made in a sealed envelope entitled AMENDMENT and labeled with the RFP number, title, Proposer name, and proposal due date.
9. Failure of the Proposer to comply with the requirements of this RFP or evidence of unfair proposal practices are causes for rejection of the proposal.

10. County shall notify all proposers when a selection has been made. Notice will be posted with the RFP on the County website if the County elects to reject all proposals.

11. This RFP does not commit County to make an award, nor shall County pay any costs incurred by Proposers in the preparation and submission of proposals, or costs incurred in making necessary studies for the preparation of proposals.

2.4 Formation of Agreement

1. County intends to enter into negotiation in an effort to reach a mutually satisfactory agreement, which represents a contractual obligation and shall be executed by both County and the Proposer. The language contained in Section 8 of this RFP, “Contract Requirements” shall be included in the negotiated agreement. The agreement shall be based on the proposal documents, the proposal submitted by the selected Proposer and items resulting from the associated negotiations.

2. County reserves the right to award based on the Proposal determined to be the best value to the County in conformance with Section 107.132 SLCRO.

2.5 Modification or Withdrawal of Proposal

1. Proposals may be withdrawn any time prior to the scheduled closing time for receipt of proposals; no proposal may be modified or withdrawn for a period of one-hundred twenty (120) calendar days thereafter. County reserves the right to request that the proposer keep the proposal open beyond the one-hundred twenty (120) calendar day period.

2. Prior to the date and time designated for receipt of proposals, proposals submitted early shall be withdrawn only by written notice to the County Director of Procurement. Such notice shall be received by County prior to the designated date and time for receipt of proposals.

3. Withdrawn proposals may be resubmitted up to the time designated for receipt of proposals provided that they are then fully in conformance with this RFP.

4. If an emergency or unanticipated event interrupts normal County business or processes so that proposals cannot be received at the office designated for receipt of proposals by the exact time specified in the solicitation, and urgent County requirements preclude amendment of the RFP, the time specified for receipt of proposals shall be deemed to be extended to the same time of day specified in the RFP on the first work day on which normal County business resumes.

SECTION 3: COUNTY INSURANCE REQUIREMENTS

Professional Liability Insurance

St. Louis County shall be endorsed on the policy as additional insured for Commercial General Liability and Business Automobile Liability and provide for thirty (30) days written notice prior to any material changes or cancellation.
The awarded vendor agrees to carry the following insurance coverage during the period of this contract.

A. COMMERCIAL GENERAL LIABILITY (CGL): Awarded vendor shall agree to maintain for the duration of the contract commercial general liability, (CGL) and, if necessary, commercial general umbrella insurance with a limit of no less than $1,000,000 per each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this location (project). CGL insurance shall be written on ISO occurrence form CG 00 01 04 13 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent Proposers, products – completed operations, personal injury and advertising injury and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

B. BUSINESS AUTOMOBILE LIABILITY: Awarded vendor shall agree to maintain for the duration of the contract a standard ISO version Business Automobile Liability coverage form, or its equivalent, providing coverage for all owned, non-owned and hired automobiles. Limits of not less than $1,000,000 per accident for bodily injury and property damage claims that may arise as a result of operations under this contract.

C. WORKERS COMPENSATION INSURANCE AND EMPLOYER LIABILITY: Awarded vendor shall purchase and maintain Workers Compensation Insurance with statutory limits and Employer Liability Insurance with limits no less than $500,000 for the duration of this contract.

D. PROFESSIONAL LIABILITY: Awarded vendor shall maintain in force for the duration of this contract professional liability or errors and omissions liability insurance appropriate to the vendor’s profession. Coverage as required in this paragraph shall apply to liability for a professional error, act, or omission arising out of the scope of the Proposer’s services as defined in this contract. Coverage shall be written subject to limits of not less than $1,000,000 per occurrence.

E. INDEMNIFICATION
To the fullest extent permitted by law, the awarded vendor shall indemnify, defend and hold harmless the County, its elected and appointed officials, employees, agents, and volunteers from and against all claims, damages, losses and expense, including but not limited to attorney's fees arising out of or resulting from the performance of the bidder's work provided that any such claim, damage, loss or expense attributable to bodily injury, sickness, disease or death or to injury to or destruction of tangible property (other than the work itself) including the loss of use resulting therefrom and only to the extent it is caused in whole or in part by any negligent act or omission of successful bidder, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by any indemnified party.

SECTION 4: SCOPE OF WORK

Services Required: Please review and print the HUD Exchange Continuum of Care Program Guidance. https://www.hudexchange.info/programs/coc/

The Continuum of Care Service Proposal may include, but is not limited to the following components:
Permanent Supportive Housing, Permanent Housing, Rapid Re-Housing and Transitional Housing

The CoC Program funds two types of permanent housing: permanent supportive housing (PSH), Permanent Housing (PH) for persons with disabilities and rapid re-housing (RRH). PSH is permanent housing, subject to review based on need, with indefinite leasing or rental assistance paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability achieve housing stability. RRH emphasizes housing search and relocation services and short- and medium-term rental assistance to move homeless persons and families (with or without a disability) as rapidly as possible into permanent housing. Eligible categories for CoC funding include:

Permanent Supportive Housing and Permanent Housing

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

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

   b. TBRA. Program participants select any appropriately sized unit within the CoC’s geographic area, although recipients or sub-recipients may restrict the location under certain circumstances to ensure the availability of the appropriate supportive services. Except for victims of domestic violence, program participants may not retain their rental assistance if they relocate to a unit outside of the CoC’s geographic area without prior written permission by the St. Louis County DHS and HUD.

   c. SBRA. Program participants must reside in housing owned or leased by a sponsor organization and arranged through a contract between the recipient and the sponsor organization.

   d. PBRA. Program participants must reside in housing provided through a contract with the owner of an existing structure whereby the owner agrees to lease subsidized units to program participants. Program participants may not retain their rental assistance if they relocate to a unit outside the project. When rental assistance funds are used to pay rent on units, the lease must be between the program participant and the landowner. Each program participant, on whose behalf rental assistance payments are made, must pay a contribution toward rent consistent with the requirements of the interim rule.
3. Supportive Services Costs

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

a. Operating Costs

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

b. Administration

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

Rapid Rehousing

Rapid Re-Housing (RRH) assistance aims to help individuals or families who are homeless move as quickly as possible into permanent housing and achieve stability in that housing through a combination of rental assistance and supportive services. Communities have demonstrated and research has shown that RRH is a valuable strategy for quickly transitioning individuals and families directly from shelter into permanent housing with needed supports. CoC RRH grant funds may be used to provide short- and/or medium-term rental assistance and limited supportive services (i.e., housing stability case management, landlord-tenant mediation, tenant legal services, credit repair) to help an individual or family that is homeless move as quickly as possible into permanent housing and achieve stability in that housing. Supportive services may be provided up to 6 months after rental assistance has stopped. See 24 CFR 576.104

1. Supportive Services Costs

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

2. Operating Costs

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

3. Administration

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

**Transitional Housing**

Transitional housing (TH) is designed to provide homeless individuals and families with the interim stability and support to successfully move to and maintain permanent housing. Transitional housing may be used to cover the costs of up to 24 months of housing with accompanying supportive services. Program participants must have a lease (or sublease) or occupancy agreement in place when residing in transitional housing.

1. **Leasing Costs**

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

2. **Rental Assistance Costs**

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

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

   **TBRA.** Program participants select any appropriately sized unit within the CoC’s geographic area, although recipients or subrecipients may restrict the location under certain circumstances to ensure the availability of the appropriate supportive services. Except for victims of domestic violence, program participants may not retain their rental assistance if they relocate to a unit outside the CoC’s geographic area.

   **SBRA.** Program participants must reside in housing owned or leased by a sponsor organization and arranged through a contract between the recipient and the sponsor organization.

   **PBRA.** Program participants must reside in housing provided through a contract with the owner of an existing structure whereby the owner agrees to lease subsidized units to program participants. Program participants may not retain their rental assistance if they relocate to a unit outside the project.

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

Supportive services are eligible costs under the PH, TH, and SSO program components. The CoC Program interim rule specifies all eligible services and clarifies that any cost not listed in the rule is ineligible. As in the past, services must be offered to residents of PSH and TH for the full period of their residence. RRH programs must require program participants to meet with a case manager at least monthly.

Services may be provided to formerly homeless individuals for up to six months after their exit from homelessness, including the six months following exit from a transitional housing project. Recipients and subrecipients are required to perform an annual assessment of the service needs of their program participants and to adjust services accordingly. Eligible costs include the cost of providing services, the salary and benefits of staff providing services, and materials and supplies used in providing services.

3. Operating Costs

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

Supportive Services Only

The supportive services only (SSO) program component allows recipients and subrecipients to provide services to homeless individuals and families not residing in housing operated by the recipient. SSO recipients and subrecipients may use the funds to conduct outreach to sheltered and unsheltered homeless persons and families, link clients with housing or other necessary services, and provide ongoing support. SSO projects may be offered in a structure or structures at one central site, or in multiple buildings at scattered sites where services are delivered. Projects may be operated independent of a building (e.g., street outreach) and in a variety of community-based settings, including in homeless programs operated by other agencies.

HMIS Costs

Costs related to contributing client data to or maintaining data in the CoC’s HMIS or a comparable database for victim services providers or legal services providers are eligible costs under the PH, TH, SSO, and HMIS program components. Eligible HMIS costs include hardware, equipment and software costs; training and overhead; and staffing costs associated with contributing data to the HMIS designated by the CoC for its geographic area.

Project Administration

Recipients and subrecipients may use up to 10 percent of any grant, excluding the amount for CoC planning and Unified Funding Agency (UFA) costs, established through the CoC Program NOFA for project administrative costs. These costs include expenses related to the overall administration of the grant (24 CFR part 578.59), such as management, coordination, monitoring, and evaluation activities and environmental review.

4.1 Qualifications

Requirements of Proposers:

A. Freedom of Information Act:

Proposing organizations should note that under the requirements of the Freedom of Information Act (FOIA), the contents of your proposal or other information submitted to St. Louis County Homeless Services Program is subject to public release upon request, except those items specifically exempt from disclosure. The proposer shall mark as “proprietary” those parts of its proposal that it deems proprietary.
However, the proposer is alerted that this marking is advisory only and not binding on St. Louis County Homeless Services Program. If there is a request from the public under FOIA to inspect any part of the proposal so marked, St. Louis County Homeless Services Program will advise the proposer and request further justification in support of the “proprietary” marking. If St. Louis County Homeless Services Program determines, after receipt of the justification, that the material is releasable, the proposer will be notified immediately. Under no circumstances will a proposal or any part of a proposal be released prior to the contract award decision.

B. E-Verify:
The winning proposer must subscribe to and use E-Verify to ensure all staff and potential staff working under this contract meets the illegal immigrant policies set forth by the State of Missouri.

C. Confidentiality Agreement
The successful proposer must have all staff and volunteers that work with participant's files and related information complete a State of Missouri approved Confidentiality Agreement before working with any confidential information, whether verbal or written.

D. Proposer Status
The Proposer staff shall not represent himself / herself to be an employee of St. Louis County. Therefore, the Proposer shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold St. Louis County, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters. The Proposer will be responsible for informing their staff of the above statements.

E. Invoice Submission
Proposer will submit monthly invoices by the 15th of each to St. Louis County Department of Human Service- Homeless Services Program, 9666 Olive Blvd, Suite 510, St. Louis, Missouri 63132. Invoicing format will be provided to the Proposer upon execution of the contract. Failure to submit invoices by the 15th of each month will be considered a violation of the potential Proposer.

4.2 Application Requirements:
Definitions: The following definitions shall apply to this Request for Proposal process:

- **Contract** means a legal and binding agreement between two or more competent parties, for a consideration for the procurement of services identified by and resulting from this RFP process.
- **Proposer** means a person or organization who is a successful proposer as a result of the RFP and who enters into a contract with St. Louis County for such services.
- **Proposer** means the person or organization that responds to this RFP by submitting a proposal for services as required in the RFP document.
- **Request for Proposals (RFP)** means the solicitation document issued by St. Louis County through its Department of Human Services, Homeless Services Program

**SECTION 5: TERM OF THE CONTRACT**

Contract term will be one year, effective October 1, 2019 through September 30, 2020. Prospers must be prepared to implement all prospered services on day one of the contract period.
SECTION 6: PROPOSAL CONTENTS
For the purposes of the CoC FY 2018 Proposal, successful submissions must contain all applicable items listed on Attachment A, Proposal Requirements Checklist. Incomplete or missing documents or information will negatively affect rank and review scores.

6.1 Proposal Cover Page and Agency Information

The Cover Page must list the agency name, CoC Grant FY 2018, and the proposed service type. For a sample of the layout, see Attachment B.

General Agency Information Form
The General Agency Information Form must be fully completed and executed by an Authorized Signatory to be submitted with every proposal, see Attachment C.

Agency Summary Packet
Renewal proposals must contain a completed Renewal Agency Summary Packet. See Attachment D

6.2 Project Narrative
In order to standardize submissions and assist in evaluation, proposals shall be submitted in the following format.

Director of the Project
Identify the person primarily responsible for directing/managing the project described in this narrative. Include detailed information pertinent to her/his experience in the proposed service area and the number of years working in similar projects and expertise.

Personnel
Each proposal must include a description of the Proposer’s capacity to meet the RFP requirements and the ability to perform the desired work within the defined time period. Provide a description and professional resume for all staff that will be funded by this grant including staff name, title, qualifications, experience in providing similar contracts and work related to proposed services. This section must include all levels of staff, including but not limited to Case Workers, Intake Workers, Administrative staff, Managers and Executives. Identify which staff members will be assigned to work directly with County Homeless Services.

Discuss if personnel required to implement this project are currently on staff. If the staff must be hired to implement services during this contract period, provide the qualifications required for this position; identify the staff member(s) that will take on the responsibilities of this new position while in the process of hiring and the anticipated hiring process timeline. The Proposer shall demonstrate that it possesses the experience necessary to successfully perform the Services required by this RFP.

Scope of Services and Scope of Services Chart
Describe the services to be provided, specifically defining each service and methods to move clients to stability. This section should include the specific steps that will be followed in order to perform the services required by this RFP. Provide a description of the population being served and the number to be served. Using Attachment F, Scope of Services Chart, provide a breakdown of the services, number to be served and the cost of those services.

Previous Grant Results
Provide a summary of your most recent completed contract year providing similar services and the results the Agency was able to achieve. Discuss the services, process to move clients to stability and target population. Examine areas the services or processes were successful and areas that may need improvement.
Agency Leverage Agreements
A minimum of three (3) Written Agreements for leverage services from the Agency proving services. This letter must be on the serving Agency’s letterhead and discuss the value of the services provided. Each separate service must have a value identified. An example of this detail is below.

<table>
<thead>
<tr>
<th>Leveraged Service</th>
<th>Value Per Hour</th>
<th>Clients Served</th>
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<tr>
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</table>

References
Provide a description of the reputation of the proposer’s organization for providing client centered services, being financially sound, and any partnerships/collaborations with other agencies. In this section also include two (2) references of organizations for whom Proposer has provided similar services to those sought by this RFP within the last five (5) years. Each reference must include the organization’s name, mailing address, contact name, contact telephone, email information, and the specific service(s) provided by the Proposer. It is the responsibility of the Proposer to ensure that this information is current and accurate.

Programmatic Compliance Form
This form provides the Rank and Review Committee information on Agency policy. Please answer each question and attach all documents requested and include behind the form within the proposal. Requested information and forms include narrative on serving clients with disabilities, Grievance Procedure, narrative on client record confidentiality, formerly homeless board member information, Client Confidentiality Policy and all Release of Information, see Attachment G.

Housing First Checklist (New Proposals ONLY)
Provide an explanation of how Housing First principles are being implemented in the proposed activities. To determine if Agency policy, procedures align with Housing First principles review the Housing First Checklist: Assessing Projects and Systems for a Housing First Orientation by the United States Interagency Council on Homelessness [https://www.usich.gov/tools-for-action/housing-first-checklist](https://www.usich.gov/tools-for-action/housing-first-checklist)

6.3 Fiscal Documentation
Project Budget
Submit a comprehensive budget for the services to be provided, and any supplies or staff required. See Attachment I. Specify an hourly rate, inclusive of all administrative, travel, report production, general overhead, profit and related expenses. Provide an estimate the number of hours required for performance of each task in the proposal. Provide a proposal total cost for the services provided under the proposal.

Provide a proposed schedule for the performance of the requirements of the RFP, including proposed implementation of recommendations resulting from Proposer’s analysis. Proposal must also identify the hourly rate for any additional services requested by County for implementation of Proposer’s recommendations. Pricing proposed must apply to each term of the contract. If Proposer includes any optional services or products, such services or products shall be individually priced and clearly labeled as optional.

Budget Narrative
Provide a one page comprehensive budget narrative to include explanation of each line item. The following detail is required:

1. Staff Positions - Description of responsibilities directly related to the services to be provided,
names, and salary (hourly, yearly and fringe breakdown) that will be billed to this grant.

2. Program Costs – Description of all costs related to services provided that will be billed to the grant. This includes but is not limited to food, transportation, furniture, etc.

3. Operational Costs – Description of all costs related to the operation of the project that will be billed to the grant. This includes but is not limited to facility costs, utilities, supplies, etc.

4. Other related costs – Description of any other expenses that will be billed to the grant.

Fiscal Compliance Form
This form allows the Rank and Review Committee to understand the Fiscal practices within the Agency. Please answer each question and attach all documents requested and include behind the form within in the proposal. Requested information and forms include audited financial statement for the last completed fiscal year, a list the title and amount of time spent on accounting for grant funds, list your sources for match and attach to this sheet award letters or letters of intent, and an expenditure rate plan.

2018 Agency Budget
For items in this section, Agencies with more than one project only have to submit this documentation with one proposal.

The full Agency Budget including Financial Sources and Uses is required.

2017 Audited Financial Statement
Provide the complete 2017 Audited Financial Statement. In the event that the Audited Financial Statement is not available please provide the second quarter 2018 Financial Statements and Balance Sheet.

Proof of General Liability Insurance
A Current Insurance Declaration Page must show that agency currently has required coverage or notice that Agency agrees to obtain and keep in good standing the St. Louis County Insurance Coverage Requirements as discussed in Section 3 of this Request for Proposal.

6.4 Organizational Documents
For items in this section, agencies with more than one project only have to submit this documentation with one original proposal.

Authorized Signature Form
This form must be notarized and have original signatures of those on staff that are authorized to sign proposals, contracts, reimbursements or any related document on the behalf of the Agency.

Exceptions to Contract Requirements (Section 8)
In the event that the Agency takes exception to the Contract Requirements listed in Section 8, those items must be addressed on the Exceptions to Contract requirements form, Attachment M.

E-Verify
Complete the E-Verify Immigration Laws Affidavit in Excess of $5000.00 AND Work Authorization Affidavit for Business Entities with attached documentation of enrollment/participation in a federal work authorization program. This required documentation includes two pages of the E-Verify Memorandum of Understanding (MOU): 1) a valid, completed copy of the first page identifying the employer, and (2) a valid, completed copy of the
signature page signed by the employer and the Department of Homeland Security – Verification Division.

Evidence of 501(c) (3) status
Provide the 501(c) (3) letter from the IRS for the proposing Agency.

Organizational Documentation
Provide the Agency’s Certification of Incorporation or Organization, Missouri Articles of Incorporation and proof that the organization in good standing on the Missouri Secretary of State Website. For the purposes of this proposal a legible screen shot of proof of good standing is acceptable.

Organizational By-Laws
Provide the most recent copy of the Agency By-Laws.

Current List of Board of Directors and Officers
Provide the most recent copy of the current Board Members with the formerly homeless members(s) identified with an asterisk (*). Include a statement on the Board of Directors of the applicant organization as it pertains to current or formerly homeless participation and diversity as a whole.

6.5 Community Involvement
A description of the organization's involvement in the St. Louis County Continuum of Care, including membership status, committee representation, and collaborations with Continuum of Care members.

SECTION 7: EVALUATION OF PROPOSALS

7.1 Evaluation of proposals shall be performed by an Evaluation Committee in compliance with Section 107.132 SLCRO. The Evaluation Committee may make a recommendation of a proposal that represents the best value to the County, taking into account the price; ability, capacity or skill of the proposer to provide the required services; whether the proposer can provide the service promptly or within the time specified, without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the proposer; the quality of performance of previous contracts or services; the previous and existing compliance by the proposer with laws and ordinances relating to the service; the sufficiency of the financial resources and ability of the proposer to provide the services; the quality and availability of the contractual services required; the ability of the proposer to provide any necessary future service; and the number and scope of conditions attached to the proposal. The Rank and Review Committee will act as the Evaluation Committee with the approval of criteria, priorities and direction from the Continuum of Care Executive Committee.

7.2 Proposals: Proposals may not be considered, and may be rejected as non-responsive, unless the proposal includes or is accompanied by a signed and fully completed response to the RFP including all references and point-by-point responses to the RFP.

7.3 Proposal Evaluation Criteria
1. Award will be made to the Proposer whose proposal provides the best value of the County.

2. The proposals will be evaluated by an Evaluation Committee according to the following criteria:

<table>
<thead>
<tr>
<th>System Performance Measure Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information pulled from APR submitted to DHS, DHS Monitoring Reports and ICA Recidivism Report</td>
</tr>
<tr>
<td>Max Points</td>
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<thead>
<tr>
<th>New Project/Domestic Violence Service Providers</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Max Points</strong></td>
<td><strong>A. General Information</strong></td>
</tr>
<tr>
<td>15</td>
<td>1. All required documents submitted (Agency Summary Packet, Match, Leverage letter on providing Agency letterhead, APR, most recent audit letter (part), HMIS Data Score Card.</td>
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<tr>
<td>5</td>
<td>2. Priority Housing Service</td>
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</table>
## B. Alignment with Opening Doors

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>3</td>
<td>3. Project dedicates beds for persons experiencing chronic homelessness.</td>
</tr>
<tr>
<td>3</td>
<td>4. Project prioritizes beds for persons experiencing chronic homelessness.</td>
</tr>
<tr>
<td>12</td>
<td>5. Project serves a priority population (Chronic, Families with children, Youth 16-24, Vets, Medically Frail).</td>
</tr>
<tr>
<td>3</td>
<td>6. Project commitment to participate in Coordinated Entry system, use standardized assessment tool selected by CoC, and comply with Coordinated Entry policies and procedures.</td>
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## C. Experience

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<td>10</td>
<td>7. Experience of applicant working with the proposed population and in providing housing services similar to the proposed in the application.</td>
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<tr>
<td>24</td>
<td>8. Commitment to Housing First practices.</td>
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<td>5</td>
<td>9. Experience in effectively utilizing funds including HUD grants and other funding sources.</td>
</tr>
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## D. Design of Housing and Supportive Services

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</table>
| 15 | 10. Extent to which applicant demonstrates:
|   | a. Understanding the need of clients to be served |
|   | b. Type, scale and location fits the need of clients |
|   | c. Type and scales of supportive service to meet the needs of clients |
|   | d. How clients will be assisted in obtaining mainstream resources |
|   | e. Establishes performance measures for housing and income that are objective, trackable and meet or exceed HUD and CoC benchmarks |
| 5 | 11. Plan to assist clients to rapidly secure and maintain permanent housing that is safe affordable, accessible and acceptable to their needs. |
| 5 | 12. How will clients be assisted to increase employment and/or income to maximizer their ability to live independently? |

## E. Fiscal Practices

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<tbody>
<tr>
<td>20</td>
<td>13. Budget costs are reasonable, allocable and allowable</td>
</tr>
<tr>
<td>3</td>
<td>14. Total program sources leveraged from source other than CoC program funds, suggest a minimum of 25% or greater projects total leverage requirement.</td>
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## F. Timeliness

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<tr>
<td>10</td>
<td>15. Plan for a rapid implementation of the program, documenting how the project will be ready to begin providing services on the first day on the grant cycle.</td>
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## G. Community Involvement

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<tbody>
<tr>
<td>5</td>
<td>16. Attendance at CoC general meetings.</td>
</tr>
<tr>
<td>1</td>
<td>17. Attendance participation in CoC Committees</td>
</tr>
<tr>
<td>10</td>
<td>18. Comparable Database complying with HUD HMIS requirements for DV? (DV Only)</td>
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<tr>
<td></td>
<td>Do you have an HMIS System? (New Project Only)</td>
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<td>5</td>
<td>19. Agency Attends Weekly Match Meeting?</td>
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### Bonus Points

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<tr>
<td>5</td>
<td>20. Agency will be expanding its existing PSH beds/units</td>
</tr>
<tr>
<td>5</td>
<td>21. RR projects that will serve homeless individuals and families including youth up to age 24.</td>
</tr>
<tr>
<td>3</td>
<td>22. Agency HUD/DHS Find(s) or Corrective Action Plan(s) within the last 12 months.</td>
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## Renewal Projects

### Max Points

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<td>Criteria</td>
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#### A. General Information

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<td>2. Priority of Housing Service Type</td>
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#### B. Alignment with Opening Doors

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<td>5. Project serves a priority population (Chronic, Vets, Youth 16-24, Families with Children, Medically Frail).</td>
</tr>
</tbody>
</table>
Frail)

C. Fiscal Practices

2  6. Fiscal practices of agency are established.

3  7. Total program sources leveraged from sources other than CoC program funds, suggest a minimum of 25% or greater of the Project’s total leverage requirement.

3  8. Did the proposal agency program request a budget adjustment within the required 90 days prior to the end of the contract period?

D. Community Involvement

5  9. Attendance at CoC general meetings.

1 10. Attendance participation in CoC Committees

5 11. Agency Attends Weekly Match Meeting?

Bonus Participation Points

3 12. Agency HUD/DHS Findings or Corrective Action Plan(s) within the last 12 months.

7.4 Additional Considerations

a. **Please see Rating Factors for New Project Types on pages 35-39 of the 2018 HUD Continuum of Care Notice of Funding Availability.**

b. In the CoC FY 18 NOFA, Section C. Rules that affect how HUD evaluates applications part 3(c) Project Quality Threshold states, “HUD will review all new project applications to determine if they meet the following project quality threshold requirements. Any project requesting renewal funding will be considered as having met these requirements through its previously approved grant application unless information to the contrary is received (e.g., monitoring findings, results from investigations by HUD’s Office of Inspector General, the recipient routinely does not draw down funds from eLOCCS at least once per quarter, consistently late APR submissions) and if the renewal project has compliance issues which results in the project not operating in accordance with 24 CFR part 578. If awarded, a recipient is required to meet all the criteria listed in the criteria column for its component. Additionally, the housing and services proposed must be appropriate to the needs of the program participants and the community. A determination that a project meets the project quality threshold is not a determination by HUD that a recipient is compliant with applicable fair housing and civil rights requirements.”

c. The County reserves the right to invite proposers to perform formal presentations.

d. Agreement to County’s contract terms as indicated on the Exceptions to Contract Requirements Form.

SECTION 8: CONTRACT REQUIREMENTS

8.1 **Contract Terms:** The following contract terms, in addition to requirements and services identified herein, shall be included in the contract entered into by the County and the successful Proposer.

Proposer shall acknowledge acceptance of the contract terms or state “Take Exception” to each specific term and offer alternative language. Proposer shall specifically list any exceptions taken (*by number*) in Attachment 3. If no exceptions are taken, Proposer may acknowledge acceptance of the contract terms by stating such position on Attachment 3.

8.1.1 **Independent Proposer:** The relationship of the Proposer to the County shall be that of independent Proposer and no principal agent or employer-employee relationship is created by the contract.
8.1.2 **Conflict of Interest**: The Proposer shall not employ as a director, officer, employee, agent, or sub-Proposer any elected or appointed official of the County or any member of his/her immediate family.

8.1.3 **Non-Discrimination of Employment**: The Proposer shall not discriminate against any employee or applicant for employment because of race, creed, color, gender, sexual orientation, gender identity, national origin, age, marital status, or disability. Proposer shall take affirmative action to insure that applicants are employed and that employees are treated during their employment without regard to race, creed, color, gender, sexual orientation, gender identity, national origin, age, marital status, or disability. Such action shall include, but not be limited to, the following: employment upgrading, demotion or transfer, rates of pay or other forms of compensation, and selection for training including apprenticeship. In the event of Proposer's noncompliance with the provisions of this paragraph, the contract may be terminated or suspended in whole or in part and Proposer may be declared ineligible for further County contracts.

8.1.4 **Obligations and Subcontracts**: The Proposer agrees to be responsible for the accuracy and timeliness of the work submitted in the fulfillment of its responsibilities under this contract, whether completed by the Proposer or a sub-Proposer on behalf of the Proposer.

8.1.5 **Changes in Contract**: The Contract may be changed only upon the written agreement of the parties.

8.1.6 **Governing Law**: This Contract is made and entered into in St. Louis County, Missouri, and the laws of the State of Missouri shall govern the construction of this contract and any action or causes of action arising out of this contract. Any and all claims or causes of action arising out of this contract shall be litigated in the Twenty-First Judicial Circuit Court of the State of Missouri.

8.1.7 **Termination**: The County shall have the right to terminate the contract immediately in the exercise of its absolute and sole discretion, upon written notice to the Proposer. After receipt of such notice, the contract shall automatically terminate without further obligation of the parties. Proposer must provide 90 days written notice to County of intent to terminate this contract.

8.1.8 **Funding Out**: This contract shall terminate at such time, if any, that the County Council fails to appropriate sufficient sums in the budget year for which the contract applies to pay the amount due.

8.1.9 **Wording Conflicts**: Should there be a conflict in wording between the contract and the Proposer's RFP response, the contract shall prevail. The Proposer's RFP response shall be attached and incorporated into the contract.

8.1.10 **Indemnification**: Proposer agrees to defend, indemnify and hold harmless the County, its elected and appointed officials, employees and volunteers from and against any and all liability for damage arising from injuries to persons or damage to property occasioned by any acts or omissions of the Proposer, its sub Proposers, agents, servants or employees.

8.1.11 **Contingent Fee**: Proposer warrants that no agreement has been made with any person or agency to solicit or secure this Agreement upon an understanding for a gratuity, percentage, brokerage or contingent fee in any form to any person excepting bona fide employees of Proposer or bona fide established commercial or sales agencies. For breach of this Warranty County may by written notice terminate the right of the Proposer to proceed under this Agreement, and will be entitled to pursue the same remedies against the Proposer as it could pursue in the event of a breach of this Agreement. As a penalty in addition to any other damages to which it may be entitled to by law. County may recover exemplary damages in an amount to be determined by the County, which amount will not be less than three (3) nor more than ten (10) gratuity, commission, percentage, brokerage or contingent fee. The rights and remedies of
County as provided in this Paragraph will not be exclusive and are in addition to any other rights or remedies as provided by law.

8.1.12 Contract Period: Any contract derived from this RFP shall be effective October 1, 2019 through September 30, 2020. The parties may elect to renew the contract for an additional one year term.

8.1.13 Contract Fees: The fees quoted by the successful Proposer shall remain firm during the contract term.

8.1.14 Books and Records: Proposer shall at all times keep and maintain adequate books, records, receipts, and accounts, which shall be made available for the County’s inspection upon the County’s request.

8.1.15 Homeless Definition:

The Proposer agrees to conduct an initial evaluation to determine the eligibility of each individual or family’s eligibility for CoC assistance along with the types of assistance the individual or family needs to regain stability in permanent housing. These evaluations must be conducted in accordance with the centralized or coordinated assessment requirements set forth under § 576.400(d) and the written standards established under § 576.400(e). The Proposer agrees to re-evaluate the program participant’s eligibility and the types and amounts of assistance the program participant needs not less than once annually.

Proposer agrees to certify and maintain records that all homeless clients meet the HUD definition of homelessness, as defined in the HEARTH Homeless Definition Final Rule published in the Federal Register on December 5, 2011. Proposer agrees to document all clients’ homelessness, chronic homelessness, and at-risk of homelessness status.

Additionally, the Proposer agrees to certify and maintain records as applicable for clients who meet the HUD definition of chronic homelessness, meaning the individual or head of household (or if there is no adult in the family, a minor head of household) meets the following conditions:

- Lives in a place not meant for human habitation, a safe haven, or an emergency shelter; and
- Has been homeless continuously for at least 12 months or on a least 4 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 the above paragraph. 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 the institutional care facility.
- Has a disabling condition that is any of the following:
  - a disability as defined in Section 223 of the Social Security Act;
  - a physical, mental, or emotional impairment that is expected to be of long-continued and indefinite duration, substantially impedes an individual’s ability to live independently, and is of such a nature that it could be improved by more suitable housing conditions
  - a developmental disability as defined in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act;
- The disease of acquired immunodeficiency syndrome (AIDS) or any conditions arising from the etiological agency for acquired immunodeficiency syndrome (HIV+).

Proposer agrees that clients who meet the HUD definition of at-risk of homelessness (as defined in 24 CFR Part 576 Sub-Part A § 576.2), including that the individual or family has an annual income below 30 percent of area median income as determined by HUD, are only eligible for services. When determining the annual income of an individual or family, the Proposer agrees to use the standard for calculating
annual income under 24 CFR 5.609.

8.2.1 St. Louis Continuum of Care Membership:

The Proposer shall be an active member of the St Louis Continuum of Care. Active membership is defined within the St Louis CoC bylaws as follows:

- Serving as a participating member of the St. Louis Continuum of Care;
- Serve on an appropriate Committee and attend meetings;
- Support and work toward implementing the goals of the Continuum of Care and share information and services within the Continuum;
- Input client information using the Homeless Management Information System (HMIS) or comparable HMIS database as required. Update the HMIS database as required.
- Work and cooperate with the Department of Human Services to secure new and expanded resources to serve homeless and at-risk individuals and families.
- Participate in ongoing staff development and technical assistance workshops provided by Department of Human Services.

Coordinated Entry Policies and Procedures

The mission of the St. Louis City and St. Louis County Continuums of Care (CoCs) is to provide access to housing and support services for families and individuals who experience or are at great risk of homelessness throughout the St. Louis region.

The Coordinated Entry Policies and Procedures Manual institutes’ consistent and uniform assessment processes to determine the most appropriate response to each individual or family’s immediate short- and long-term housing needs. The CoCs developed guiding principles to inform the design, implementation, and oversight of the homeless service system of care for persons experiencing a housing crisis in St. Louis City and County. The Continua of Care members and homeless service providers will work to:

- Rapidly exit people from their homelessness to stable housing
- Ensure that the hardest to serve, with the greatest needs, are served
- Serve clients as efficiently and effectively as possible
- Ensure transparency and accountability throughout the referral and assessment process

A copy of the Coordinated Entry Policies and Procedures Manual is available on the Homeless Services website.

8.2.2 Special Conditions:

A. Proposers which are primarily religious organizations agree not to impose undue religious influence in their delivery of services per this contract in accordance with the principles as referenced in 24 CFR Part 576 Sub-Part B 576.22. There will not be discrimination at any level on the basis of religious.

B. As a provider of services to the homeless and/or at risk individuals and families in St. Louis County, the agency agrees to fulfill the following requirements:

- Serve as an active participating member of the St. Louis County Continuum of Care by attending General Membership Meetings and involvement in committees as outlined in the St. Louis County CoC Governance Charter.
- Support and work toward implementing the goals of the St. Louis County Continuum of Care by adopting Housing First.
- Input appropriate client information using Homeless Management Information System (HMIS) or HMIS comparable database as required.
- Work and cooperate with the Department of Human Services to secure new and expanded
resources to serve homeless and at-risk individuals and families.

- Develop creative plans and approaches to address the needs of homeless and at-risk individuals and families.
- Participate in ongoing staff development and technical assistance workshops provided by Department of Human Services.

8.2.3 Fair and Equal Access Housing:

The Proposer agrees to ensure fair and equal access to housing by adhering to the following guidelines regarding client eligibility and intake procedures:

- County residency will not be a condition of occupancy. Last permanent address will have no bearing on program eligibility.
- Photo ID shall not be required.
- Intoxicated individuals or those who are under the influence of drugs may be admitted to the program, but may be asked to exit the program if the safety of others is compromised.
- “Families” are defined as a group of two or more people residing together, whether they are related or unrelated. Shelters that accept families must accept units that self-identify as families—proof of blood or legal relation cannot be required. [24 CFR 5.403]
- The age and gender of a child under age 18 will not be used as a basis for denying any family's admission. [24 CFR 576.102(b)]
- Marital status shall not be a basis for discrimination. Projects that accept couples must accept unmarried couples. [24 CFR 5.105(a)]
- Sexual orientation will not be a basis for discrimination. Projects that accept couples must accept same-sex couples. [24 CFR 5.105(a)]
- A criminal record (including sex offenses and violent crime) will not be a basis for discrimination. The only exception shall be if there is in residence, at that housing, at least one family with a child under the age of 18. [24 CFR 5.105(a)]
- Participation in services/treatment will not be a condition of occupancy, except in the case of designated drug-treatment residential facilities. [24 CFR 576.400(e)2]

8.2.4 Homeless Participation:

Proposer agrees to ensure homeless participation in the CoC program through the following:

- Providing for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policy-making entity, to the extent that the entity considers and makes policies and decisions regarding any facilities, services, or other assistance that receive funding under Continuum of Care Grant (CoC); and

To the maximum extent practicable, involving homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under CoC, in providing services assisted under CoC, and in providing services for occupants of facilities assisted under CoC. This involvement may include employment or volunteer services.

8.2.5 Residency Requirement:

The Proposer shall provide available services to individuals and families who are eligible to receive services provided by this contract. Eligibility to receive service will not be dependent on whether a client’s last known permanent address was within the St. Louis County limits.
All referrals for emergency shelter, permanent housing or other services will be in accordance to the St. Louis County Continuum of Care Homeless System Front Door Assessment Process.

8.2.6 Monitoring Requirements:

All Contracts will be monitored by the Department of Human Services to ensure fiscal and programmatic compliance by the Proposer with city, state and federal rules and regulations.

8.2.7 Budget:

Proposer agrees to expend funds and request reimbursement according to the budget for the period of October 1st, 2019 through September 30th, 2020. (Attachment A). All amendments to this budget must be approved by the Manager of the Homeless Services Division. Budget amendment must be submitted no later than three (3) months prior to the end of the contract period and must include complete supporting documentation. One (1) budget amendment per one (1) contract year is allowable. Any budget amendment amount greater than 10% of the total grant award or of significant change of financial/programmatic must be approved by HUD. Please consider the additional time for HUD’s response as budget modification requests are submitted.

8.2.8 Sanctions:

Proposer shall be in default of this contract for any use of grant funds for a purpose other than as authorized by the applicable Federal, State and local regulations. Upon due notice to the Proposer of the occurrence of any such default and the provision of a reasonable opportunity to respond, The County may take one or more of the following action:

- Issue a letter of warning advising the Proposer of the default, establishing a date by which corrective actions must be completed and putting the Proposer on notice that more serious actions will be taken if the default is not corrected or is repeated; or
- Direct the Proposer to establish and maintain a management plan that assigns responsibilities for carrying out remedial actions; or
- Direct the Proposer to suspend, discontinue or not incur cost for the affected activity; or
- Reduce or recapture the grant; or
- Direct the Proposer to reimburse the program accounts for cost inappropriately charged to the program; or

Other appropriate action including, but not limited to, any remedial action legally available, such as affirmative litigation seeking declaratory judgment, specific performance, damages, temporary or permanent injunctions and any other available remedies.

8.2.9 Drug Free Work Place:

The Proposer agrees to comply with the requirements of the Drug-Free Workplace Act of 1988 (P.L. 100-690, Section 5151 through 5160).

8.2.10 Contract Management:

All inquiries, problems or concerns related to this contract as a whole, shall be directed to the Homeless Services Program Manager.

8.2.11 No Assignment Contract:

The Proposer in the submission of their bid may identify that services under this contract would be provided by collaborating partner agencies. Proposer shall not assign any additional interest in the
contract, nor transfer any interest in this contract without the prior written consent of the County. The County shall not assign any interest in this contract and shall not transfer any interest in this contract (whether by assignment or novation) without the prior written consent of the Proposer.

8.2.12 Funding Acknowledgement/Right to Review:

A. The Proposer and its sub recipients shall identify the source of funding for the services provided under this Contract in all publicity about the services, including all material published about the Contract and on all equipment purchased for the services (if applicable). Any publications, printed materials or oral presentations describing this project must include the statement: “This project is funded wholly or in part by St. Louis County Department of Human Services and HUD.” The Proposer shall agree to display the St. Louis County and St. Louis Continuum of Care Logo and any appropriate HUD Logo in a prominent location in the facility.

B. The County reserves the right to review any printed materials and/or description about this contract or the program for any purpose.

C. All Financial and Activity Reports relative to this contract must be maintained and available for audit and review by the County, Federal Grants Section of the Comptroller’s Office and independent auditors with or without prior notice.
ATTACHMENT A
PROPOSAL REQUIREMENTS CHECKLIST
NEW PROPOSAL

Organize proposal pages as follows, numbering sequentially starting with the Proposal Cover. If information is not submitted in the order required, the Agency may be considered non-responsive and the proposal not considered for funding. Please make sure section headings are bolded.

1. Proposal Cover

2. Agency Information
   a. General Agency Information Form

3. Proposal
   a. Project Narrative
   b. Scope of Services
   c. Scope of Services Chart
   d. Agency Leverage Agreements
   e. References
   f. Programmatic Compliance Form and requested forms (Items i. – vi.)
      i. Narrative on serving clients with disabilities
      ii. Grievance Procedure
      iii. Narrative on client record confidentiality
      iv. Formerly homeless board member information
      v. Client Confidentiality Policy
      vi. All Release of Information Forms
   g. Housing First Checklist (New Proposals ONLY)

4. Fiscal Documentation
   a. Project Budget
   b. Budget Narrative
   c. Fiscal Compliance Form (Items i. – iv.)
      i. Audited financial statement for the last completed fiscal year
      ii. List the title and amount of time spent on accounting for grant funds
      iii. List sources for match and attach to this sheet award letters or letters of intent
      iv. Expenditure rate plan
   d. 2018 Agency Budget, including Financial Sources and Uses
   e. 2017 Audit or Q2 2018 Financial Statements and Balance Sheet, if 2017 Audit is not complete.
   f. Proof of General Liability Insurance

5. Organizational Documents
   a. Authorized Signature Form
   b. Exceptions to Contract Requirements (Section 8)
   c. E Verify Immigration Laws Affidavit in Excess of $5000.00 AND Work Authorization Affidavit for Business Entities with attached documentation of enrollment/participation in a federal work authorization program
   d. Evidence of 501(c) (3) status
   e. Missouri Articles of Incorporation
   f. Certificate / Proof of Good Standing
   g. Organizational By-Laws
   h. Current List of Board of Directors and Officers with formerly homeless member identified with an asterisk (*)
ATTACHMENT A
PROPOSAL REQUIREMENTS CHECKLIST
RENEWAL PROPOSAL

Organize proposal pages as follows, numbering sequentially starting with the General Agency Information Form as page one. If information is not submitted in the order required, the Agency may be considered non-responsive and the proposal not considered for funding. Please make sure section headings are bolded.

1. Proposal Cover

2. Agency Information
   a. General Agency Information Form
   b. Agency Summary Packet

3. Proposal
   a. Project Narrative
   b. Scope of Services
   c. Scope of Services Chart
   d. Agency Leverage Agreements
   e. References
      f. Programmatic Compliance Form and requested forms (Items i. – vi.)
         vii. Narrative on serving clients with disabilities
         viii. Grievance Procedure
         ix. Narrative on client record confidentiality
         x. Formerly homeless board member information
         xi. Client Confidentiality Policy
         xii. All Release of Information Forms

4. Fiscal Documentation
   a. Project Budget
   b. Budget Narrative
   c. Fiscal Compliance Form (Items i. – iv.)
      i. Audited financial statement for the last completed fiscal year
      ii. List the title and amount of time spent on accounting for grant funds
      iii. List sources for match and attach to this sheet award letters or letters of intent
      iv. Expenditure rate plan
      For items j. – l., Agencies with more than one project only have to submit this documentation with one proposal.
   d. 2018 Agency Budget, including Financial Sources and Uses
   e. 2017 Audit or Q2 2018 Financial Statements and Balance Sheet, if 2017 Audit is not complete.
   f. Proof of General Liability Insurance

5. Organizational Documents
   For items in this section, Agencies with more than one project only have to submit this documentation with one proposal
   a. Authorized Signature Form
   b. Exceptions to Contract Requirements (Section 8)
   c. E Verify Immigration Laws Affidavit in Excess of $5000.00 AND Work Authorization Affidavit for Business Entities with attached documentation of enrollment/participation in a federal work authorization program
   d. Evidence of 501(c) (3) status
   e. Missouri Articles of Incorporation
   f. Certificate / Proof of Good Standing
   g. Organizational By-Laws
   h. Current List of Board of Directors and Officers with formerly homeless member identified with an asterisk (*)
Agency Name
CoC Grant FY2018

Service Type
## CONTINUUM OF CARE YEAR 2018

Information required in this section is in reference to the agency submitting the proposal.

<table>
<thead>
<tr>
<th>Applying Agency</th>
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<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Contact Person, Title, Phone, Email</td>
<td></td>
</tr>
<tr>
<td>Contact Person, Title, Phone, Email</td>
<td></td>
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<tr>
<td>Federal I.D. Number</td>
<td></td>
</tr>
<tr>
<td>Persons Authorized to Sign Contract</td>
<td></td>
</tr>
<tr>
<td>Name, Title, Email Address</td>
<td></td>
</tr>
<tr>
<td>Name, Title, Email Address</td>
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<tr>
<th>Type of Organization</th>
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<tbody>
<tr>
<td>☐ Private Non Profit</td>
<td>☐ Public for profit</td>
</tr>
<tr>
<td>☐ Public Non Profit</td>
<td>☐ Sole Proprietor</td>
</tr>
<tr>
<td>☐ Private for Profit</td>
<td>☐ Corporation</td>
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</tbody>
</table>

### Project Summary Continuum of Care FY 2018

<table>
<thead>
<tr>
<th>Service Type</th>
<th></th>
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<tbody>
<tr>
<td>Requested Amount</td>
<td>$</td>
</tr>
<tr>
<td>Number of Clients, Beds or Units to be Served</td>
<td></td>
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</tbody>
</table>

**Service to be Provided - Brief Detail Summary**

______________________________  ________________________
Signature                                Date

---

Proposals Due: August 9, 2018 by 2:00 p.m.

Return Proposal to: St. Louis County: Attn: Saint Louis County: Procurement  
8th Floor, 41 South Central Avenue  
Clayton, MO 63105  
Attention: CoC FY2018 RFP#2018-44-PR
ATTACHMENT D
ST. LOUIS COUNTY CONTINUUM OF CARE
AGENCY SUMMARY PACKET
RENEWAL PROJECTS ONLY

For the purposes of the CoC FY 2018 Proposal, successful submissions must contain all applicable items listed on Attachment A, Proposal Requirements Checklist. Incomplete or missing documents or information will negatively affect rank and review scores. Please see the St. Louis County Bids and RFPs website for all attachments and proposal requirements.

A. General Renewal Project Information
   1. Please verify that the Application Checklist and All Project Application exhibits attached, or properly noted as not applicable.

   2. Priority of Housing Service Type (should match the project application):
      □ Permanent Supportive Housing   □ Rapid Re-Housing
      □ Transitional Housing for Youth □ Supportive Services
      □ Coordinated Entry

B. Alignment with Opening Doors
   3. Percentage of Project units/beds dedicated for persons experiencing chronic homelessness: ______ %

   4. Does Project seeking renewal prioritize units/ beds for persons experiencing chronic homelessness:
      ___Yes    ___No

C. Fiscal Practices / Program Budget
   5. Amount of Other Leverage Commitment(s): $ __________________

      Agency Leverage Agreements-A minimum of three (3) Written Agreements for leverage services from the Agency proving services. This letter must be on the serving Agency’s letterhead and discuss the value of the services provided. Each separate service must have a value identified. (only include Project leverage as defined in HUD CoC Program Guidance that is supported by a written commitment)

<table>
<thead>
<tr>
<th>Expenditure Type</th>
<th>Total Project Budget awarded in FY17 Contract</th>
<th>CoC Funds Requested For 2018 Contract</th>
<th>% of Total Project Budget</th>
<th>Decrease From Prior Contract Year (+/- $)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction / Rehab</td>
<td></td>
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<tr>
<td>Support Services</td>
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<tr>
<td>HMIS</td>
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<tr>
<td>Leasing OR Rental Assistance (please circle one)</td>
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<tr>
<td>TOTAL</td>
<td></td>
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</tbody>
</table>
### 6. Percentage of HUD Program Income Expended

<table>
<thead>
<tr>
<th>Funding Period</th>
<th>Annual Award $</th>
<th>Match Used</th>
<th>Leasing/Rental Funds Unspent</th>
<th>Contract Funds Unspent / Returned</th>
<th>Reason for Underspending / Return of Funds</th>
</tr>
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<tbody>
<tr>
<td>Most recent completed contract year **</td>
<td></td>
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<tr>
<td>Prior completed contract year</td>
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** If Renewal Application is for a First Year Project that has a contract start date of less than a year from NOFA publication, use monthly figures and averages. For example if the contract has been active for 10 complete months as of the date of completion of this form, prorate all requested information by July 2018.

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

D. CoC/Community Involvement

8. Percent of CoC General Meetings from July 2017 through June 2018: _____ 

9. Which of the following CoC Committees did your Agency participate in from October 2017 through July 2018? 
   Check all committees that your agency has an active member on.
   
   _____ Membership  
   _____ Executive  
   _____ HMIS  
   _____ Veterans Leadership  
   _____ Rank & Review  
   _____ Planning  
   _____ Regional Planning  
   _____ PIT / Outreach

**Bonus Points**

10. Does your AGENCY have any HUD Finding(s) and/or Corrective Action Plan(s) with DHS Homeless Services Division’s Programmatic Monitoring within the last 12 months?  
    ___ Yes ___ No

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

11. Does your AGENCY project dedicate 100% of beds/units to chronically homeless individuals and families?  
    ___ Yes ___ No
**SCOPE OF SERVICE CHART**

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>BEDS</th>
<th>UNITS</th>
<th>CLIENTS</th>
<th>COSTS PER</th>
<th>TOTAL</th>
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**TOTALS**

Using this form, provide a breakdown of proposed services, number to be served and the cost of those services. For example, if case management services were being provided. List the number of clients receiving that service and the cost per hour.
1. Are your agency’s services accessible to persons with disabilities?

   Yes ☐ No ☐

Is your facility accessible to persons with disabilities?

   Yes ☐ No ☐

   If your facility or services are not accessible, you must explain how you will serve persons with disabilities. Limit narrative to one page, and attach to the proposal.

2. Has your agency adopted a formal process for termination of assistance, including a grievance procedure?

   Yes ☐ No ☐

   If yes, attach the grievance procedure to the proposal. Note: before entering into a contract with the Department of Human Services, you must have a formal process for termination of assistance and a grievance procedure in place.

3. Do you provide services to victims of family violence?

   Yes ☐ No ☐

   If yes, please discuss the procedures your agency has in place to ensure the confidentiality of client records and client location. Limit narrative to one page, and attach to the proposal.

4. Does your agency have any persons who are homeless or formerly homeless currently serving as board members or advisors in any of the programs operated by your agency? Do you have any current employees who are formerly homeless?

   Yes ☐ No ☐

   If yes, indicate their position as board member ☐ advisor ☐ employee ☐.

   If No, you must have a formal plan in place indicating how you will involve them in your agency’s program(s) before entering into a contract with the Department of Human Services. Attach to the proposal.

5. Please attach your agency’s Board-approved Client Confidentiality Policy and all client Release of Information Forms. Attach to the proposal.
## FY 2018 Continuum of Care Competition St. Louis County

**ATTACHMENT G**  
**HOUSING FIRST CHECKLIST**  
(NEW PROPOSALS ONLY)

Use a separate form for EACH project.  
To determine the Housing First section of your Project Score, please mark yes/no & enter the points for each of the following questions based on your **FY2018** Continuum of Care project application. If you are submitting a new/reallocated project, answer based on your **FY16 Agency PSH / RRH overall**.

<table>
<thead>
<tr>
<th>Points Available</th>
<th>Yes or No</th>
<th>Your Score</th>
</tr>
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</table>

### 1. Are applicants required to have income prior to admission to housing?

### 2. Are applicants required to be "clean & sober", ceasing current alcohol/drug abuse, or be "treatment compliant" prior to admission to housing?

### 3. Are applicants/participants required to participate in services? *RRH may require case management, per regulations*

### 4. Are applicants rejected on the basis of poor credit or financial history, poor or lack of rental history, behaviors that indicate a lack of "housing readiness", or criminal convictions**?

**2018 CoC NOFA: Page 44-45 "With the exceptions of restrictions imposed by federal, state or local law or ordinance (e.g. restrictions on serving people who are listed on sex offender registries).**

### 5. Can the participant be terminated for failing to make progress on a service or treatment plan?

### 6. Can the participant be terminated for drug/alcohol use after program entry?

### 7. Can the participant be terminated for a loss of income or failure to improve income?

### 8. If a participant experiences domestic violence prior to entry or while participating in the project, are they required to file a protective order, file criminal charges, or sustain a period of separation from their abuser?

### 9. Can the participant be terminated for being a victim of domestic violence?

### 10. Does the project prioritize rapid placement & stabilization of participant into permanent housing?

### 11. Does the project identify & recruit landlords of housing units in the CoC geographic area, so that when an individual or family needs housing, potential units have been identified, accelerating the process?

**Bonus Points (Renewal projects only)**

<table>
<thead>
<tr>
<th>Points Available</th>
<th>Yes or No</th>
<th>Your Score</th>
</tr>
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</table>

Any housing project application that indicates utilization of the Housing First model that is subsequently reviewed, ranked and approved for funding by the CoC was awarded **FY15, FY16 or 2017 CoC grant funds** will be required to operate as a low barrier, Housing First project in all future funded years.
Reimbursement Request Due Date:
The first reimbursement request must be submitted by the 15th of the following month from the first day of the contract period. Reimbursements must be submitted monthly and are not to exceed two at a time.

Project Budget Request:
Examples are listed. The budget categories must be customized, as needed for each. Include a separate budget for each component of funding in which you are applying (i.e. Transitional Housing, Rapid Rehousing and Permanent Supportive Housing). CoC requires a 25% match. The source of match must be stated.

Price Proposal and Schedule:
Proposer shall specify an hourly rate, inclusive of all administrative, travel, report production, general overhead, profit and related expenses. Proposer shall estimate the number of hours required for performance of each task in the proposal. Proposer shall also submit a proposal total cost for the services provided under the proposal.

Proposer shall also submit a proposed schedule for the performance of the requirements of the RFP, including proposed implementation of recommendations resulting from Proposer’s analysis.

Add lines as needed to list the full proposed budget detail.

<table>
<thead>
<tr>
<th>Itemized Line Item</th>
<th>Total Project Budget</th>
<th>Grant Amount Requested</th>
<th>Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Sally Smith, Case Manager, .5 FTE</td>
<td>$5,000</td>
<td>$3,750</td>
<td>$1,250</td>
</tr>
<tr>
<td>Program Staff (list Name and Position)</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Food</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Transportation—Bus Passes</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Operations</td>
<td>$0.00</td>
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<tr>
<td>TOTAL Funds Requested</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
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</table>

Identify Match Source

<table>
<thead>
<tr>
<th>Amount of Program Match Commitment</th>
<th>Cash</th>
<th>$0.00</th>
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<tbody>
<tr>
<td>Amount of Program Match Commitment</td>
<td>In Kind</td>
<td>$0.00</td>
</tr>
<tr>
<td>Is the source local, private or state?</td>
<td>Local</td>
<td>Private</td>
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</table>

<table>
<thead>
<tr>
<th>Match Only: Volunteer Hours</th>
<th>Hours</th>
<th>$10/Hour</th>
<th>Total Match</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td></td>
<td>$0.00</td>
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</table>
ATTACHMENT I
PROJECT BUDGET NARRATIVE

Please provide a one page detailed budget narrative to include explanation of each line item with the following information:

1. Staff Positions - Description of responsibilities directly related to the services to be provided, names, and salary (hourly, yearly and fringe breakdown) that will be billed to this grant.

2. Program Costs – Description of all costs related to services provided that will be billed to the grant. This includes but is not limited to food, transportation, furniture, etc.

3. Operational Costs – Description of all costs related to the operation of the project that will be billed to the grant. This includes but is not limited to facility costs, utilities, supplies, etc.

4. Other related costs – Description of any other expenses that will be billed to the grant.
1. Is your agency not-for-profit? _____ If the answer is “no”, stop here. You are not eligible to apply.

2. Does your agency have a current Fiscal Policy and Procedures Manual in place? ______________________

3. Are the accounting systems computerized or manual? ________________
   If computerized, are they mainframe or software such as Quick Books? ________________

4. Do you have an audited financial statement for the last completed fiscal year? ____________
   if yes, attach as per the checklist on the last page. If not, please explain.

5. How many people are on your accounting staff? ________
   Please list the title and the amount of time spent on accounting for the grant funds, particularly if they perform other non-accounting functions. Attach the list to the proposal.

6. What approximate percentage of your total budgeted revenue is from Federal Funds ____
   State Funds ____ Local Funds ________ Donations _______ Contributions _______?

7. Does your agency have a written cost allocation plan in place? __________
   If yes, how often is the cost allocation plan updated? ________________________________

8. If your agency has multiple funding sources, do you have time sheets that reflect these various sources? ____________
   Are payroll costs allocated based on actual hours and not budgeted hours to the various funding sources? ____________

9. Please list your sources for match and attach to this sheet award letters or letters of intent.

10. Please describe the projected rate at which awarded funds will be expended.

11. Do you have an inventory system? ________

12. Is your payroll done internally or by an outside agency? ______________________
List the name and title of those individuals in your organization who are authorized to execute proposals, contracts, and other documents and/or instruments on behalf of the organization. Specify if more than one signature is required.

<table>
<thead>
<tr>
<th>Name (Typed)</th>
<th>Signature</th>
<th>Title</th>
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<tbody>
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The undersigned, being duly sworn, deposes and says that the foregoing is a true statement of facts concerning the individual, corporation, co-partnership or joint venture herein named, as of the date indicated:

Name of Firm - Be Exact

Sworn to before me this day of ____________________________,

Notary Public

Notary Seal

Authorized Signature(s)

Corporate Seal(s)

Please type or print information for your organization’s primary contact person regarding this RFP.

Name

Phone number

E-mail
___ No exceptions are taken.

<table>
<thead>
<tr>
<th>Paragraph Number</th>
<th>Proposer’s Alternative Language</th>
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<tbody>
<tr>
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Missouri Revised Statutes Section 285.530(2) requires recipients of St. Louis County contracts in excess of $5,000 to provide an affidavit and documentation showing that the contracting party participates in a federal work authorization program with respect to employees working on the contracted services:

As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state to a business entity, or for any business entity receiving a state-administered or subsidized tax credit, tax abatement, or loan from the state, the business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. Section 285.530(2) R.S.Mo.

**Business Entities**

Pursuant to 285.530(2) R.S.Mo., business entities awarded St. Louis County contracts in excess of $5,000 must affirm their enrollment and participation in a federal work authorization program with respect to the employees working on the contracted services by:

1. Submitting a completed, notarized copy of the WORK AUTHORIZATION AFFIDAVIT FOR BUSINESS ENTITIES form, and
2. Providing documentation affirming the business entity’s enrollment and participation in a federal work authorization program (see below) with respect to the employees that are working in connection with the contracted services.

A Federal work authorization program is an electronic verification of work authorization program or any equivalent federal work authorization program operated by the United States Department of Homeland Security. The E-Verify program is an internet-based work authorization program and is a widely-used worker verification program offered by the Department of Homeland Security.

Information on the E-Verify program can be found at [www.uscis.gov/e-verify](http://www.uscis.gov/e-verify) or at [www.uscis.gov/portal/site/uscis](http://www.uscis.gov/portal/site/uscis) by clicking on the E-Verify icon on the left side of the screen. The E-Verify Memorandum of Understanding (“MOU”) can be found at [https://www.e-verify.gov/sites/default/files/everify/memos/MOUforEVerifyEmployer.pdf](https://www.e-verify.gov/sites/default/files/everify/memos/MOUforEVerifyEmployer.pdf).

Acceptable documents to show enrollment and participation in the E-Verify program consists of the following two pages of the E-Verify Memorandum of Understanding (MOU): 1) a valid, completed copy of the first page identifying the employer, and (2) a valid, completed copy of the signature page signed by the employer and the Department of Homeland Security – Verification Division.
Individuals or Sole Proprietorships

Pursuant to 208.009 R.S.Mo., no alien who is unlawfully present in the United States shall receive any contract from local governments, including St. Louis County. Accordingly, individuals or sole proprietorships awarded any contract with St. Louis County must complete a WORK AUTHORIZATION CERTIFICATION FOR INDIVIDUALS form and choose one of the three options listed. The required documents must be attached to the form indicating which option you choose in order to show compliance with Section 208.009 R.S.Mo. If you choose option two (#2), then you must also complete and return a WORK AUTHORIZATION AFFIDAVIT FOR INDIVIDUALS form.

Failure to Comply

Compliance with Section 285.530(2) R.S.Mo. is required for any contract with St. Louis County in excess of $5,000. If a business entity that is awarded a contract does not complete and return the required documents and/or affidavits to St. Louis County as part of the contract, this failure will be deemed a breach of the terms of such contract. St. Louis County, Missouri has the right to refuse to honor any contracts or orders, both present and future, with any business entity that does not provide the affidavits and/or documents required by 285.530(2) R.S.Mo. to St. Louis County. Pursuant to Section 208.009 R.S.Mo., no contract for any amount shall be awarded to any individual by St. Louis County without documents showing proof of that person’s citizenship or lawful presence, or by individual affidavit averring to the individual’s citizenship or lawful presence in the United States.
WORK AUTHORIZATION AFFIDAVIT FOR BUSINESS ENTITIES
PURSUANT TO 285.530 RSMo.
(FOR ALL CONTRACTS IN EXCESS OF $5,000.00)

County of __________ )
)SS.
State of ___________ )

My name is ____________________________________. I am the _________________________________ (title) of _________________________________ (name of business). I am authorized to make this affidavit and have personal knowledge of the facts stated herein. I hereby affirm that the aforementioned business is enrolled in and participates in a federal work authorization program operated by the United States Department of Homeland Security with respect to all employees working in connection with this contract. I have attached documentation to this affidavit to show enrollment and participation by the aforementioned business in a federal work authorization program, as required by Section 285.530 R.S.Mo. In addition, I affirm that this business does not knowingly employ any person who is an unauthorized alien in connection with the work on this contract.

Further, Affiant sayeth not.

________________________________ 
Signature of Affiant

________________________________
Printed Name

________________________________
Title

Subscribed and sworn to before me this ___ day of ___________, 20__. 

________________________________
Notary Public

(Attach documentation of enrollment/participation in a federal work authorization program)
NOTICE OF FINAL RANKING FOR THE CONTINUUM OF CARE FY18 HOUSING URBAN AND DEVELOPMENT APPLICATION

Listed below are the St. Louis County Continuum of Care FY18 Application project ranking that was determined by the Continuum of Care Executive Committee. The projects were ranked by considering the CoC priorities, HUD priorities, agency performance measures, fund utilization and ranking results. The HUD Housing First approach places high priority on 1) funding for beds vs. supportive services and 2) high priority on funding for Permanent Housing vs. other housing categories. Please note that the projects are listed below according to service categories.

The final awarded amounts are determined by HUD and will be announced by February 2019.

<table>
<thead>
<tr>
<th>Rank</th>
<th>Agency/Project Name</th>
<th>Project Status</th>
<th>Service Type</th>
<th>Requested Amount</th>
<th>Grant Inventory Worksheet (GIW)</th>
<th>Final Amount</th>
<th>Difference</th>
<th>Tier</th>
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<td>Institute of Community Alliance</td>
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Sincerely,

[Signature]

Andrea Jackson Jennings
Director, Department of Human Services

Enclosure

cc: Yusef Scoggin
    Director, Homeless Services Program

    Chaunceia Mayfield,
    Program Manager, Homeless Services Program
Homeless Management Information System
Data Quality, Privacy and Security Manual
Contents

I. Overview
II. Release of Information
III. Client Notification
IV. Staff Training
V. Posting on the Web Page
VI. Chief Privacy Officer
VII. Requests for Data by Law Enforcement and Government Agencies
VIII. HMIS Security Plan
IX. Privacy Plan
X. Data Quality

Appendices
A. Full Privacy Policy
B. Short Version of Privacy Policy
C. Employee Acknowledgment
D. Sign for Intake Desk
I. Overview
Regulations were issued by the United States Department of Housing and Urban Development for the Homeless Management Information System (HMIS) in 2004, 2010 and 2014. Compliance with this system is required of social services agencies receiving funds from the US Department of Housing and Urban Development, the US Veterans Administration and US Department of Health and Human Services. The 2014 Data Standards describe the types of data that agencies participating in a Continuum of Care must collect from clients receiving homeless services. These regulations allow for the uniform collection data clients across agencies and across jurisdictions. Additionally the rules protect privacy and confidentiality for clients.

The rules apply to agencies receiving Emergency Shelter Grants, Supportive Housing Program grants, Shelter plus Care grants, Section 8 SRO programs, HOPWA grants and other funders within the Continuum of Care. If your agency assists victims of domestic violence with specific programs, additional regulations will apply. Consult with your funding agency or an attorney for more information regarding collecting and using data regarding domestic violence victims.

Clients are required to provide the participating agency with their names and other personal information as a condition of obtaining services. An agency can decline to serve a client who refuses to provide personal information required in the HMIS system.

II. Release of Information
Except for first party access to information and any required disclosures for oversight of compliance with HMIS privacy and security standards, all uses and disclosures are permissive and are not mandatory. This means your agency should err on the side of not disclosing information you have collected, except to the extent the information must be in the database you are using. Uses and disclosures not specified in the privacy notice can be made only with the consent of the individual or when required by law.

III. Client Notification
You must post notification at each intake desk of your agency advising clients of the Privacy Notice. You must also provide the clients with the short version of the Privacy Notice (Appendix B) which advises them that they can request a copy of the full policy (Appendix A).

The agency must provide reasonable accommodations for persons with disabilities throughout the data collection process. This manual includes various versions of the Privacy Notice.
IV. Staff Training
All staff should be familiar with the requirements of the Privacy Notice. As part of the training, each employee and volunteer of your agency who collects, reads, or is otherwise exposed to client information must be given a copy of the full Privacy Notice, be allowed to read it, then must sign the Acknowledgment enclosed in this manual as Appendix H to confirm he or she has read and understood the policy.

V. Post on the Web Page
Your Privacy Notice should be posted on the agency's web page. If your agency's address is generally not published elsewhere on your web site, ensure that the address does not appear in the Privacy Notice before it is posted.

VI. Chief Privacy Officer
Your agency must designate a Chief Privacy Officer, who should be an administrator. The Chief Privacy Officer will manage questions and complaints about the Privacy Notice.

VII. Requests for Data by Law Enforcement and Government Agencies
Open Access
There are many situations in which police or other government officials request information from shelters and other service providers.

Police are not entitled to enter your agency's buildings without a court order, search warrant, or your permission.

Clients as Victims
It is advisable to allow police to enter your building when a client is the victim of a crime. It is appropriate to allow police to interview your client.

Court Orders and Warrants
There are limited circumstances in which police should be allowed enter to your agency in search of a person or information.

Your agency should comply with a court order which allows police entry to your agency.

Your agency should comply with a search warrant ordering access to your building. Ask to see the warrant, and identify specific items police are authorized to locate. A search warrant may also authorize law enforcement to look for a person in your agency. Officers may rightfully enter your agency and arrest the person named in the warrant.

An arrest warrant alone does not authorize police to enter your building. You are not required to allow entry or provide information to law enforcement officers.
when they do not present a court order, subpoena or search warrant. Many agencies have cooperative relationships with police. Voluntarily giving information to police can harm the trust relationship you have with clients.

Clients Suspected of Crime
Without a court order or warrant, you should not confirm that a certain client is at your shelter, and you should not provide any information about the person. Even if the person is wanted for a crime, law enforcement can arrest your client only when they possess a court order or search and arrest warrants.

If a client is wanted for a serious crime such as child abuse, murder, or other felony, you should consider advising the client to turn himself or herself in to the police. If he or she refuses, and you believe the crime is so serious that you should not be serving the client, you have the right to advise him or her to leave immediately, unless your program has leases for rental of housing. Programs that provide services and shelter, but not longer-term leases for individual housing units, can remove people from their premises without going through a court procedure.

Probation and Parole Officers
Very often, your clients may be on probation or parole for prior offenses. Probation and Parole officers have no special privileges allowing them entry into your agency's buildings. They can enter your buildings with your permission or with a search warrant (with the police). While offenders consent to parole officers searching their homes when they are on parole, that consent does not apply to your agency's premises.

Subpoenas
When your agency is served with a Subpoena for records, you must determine whether you are legally allowed to comply. In many cases, a subpoena seeks medical records or other information of a confidential nature. An attorney should be consulted. An attorney can file a Motion to Quash and a judge will determine whether the records must be produced. Usually, a subpoena would give you several days to comply. If you must appear in court or at a deposition before you can contact an attorney, you should state your objections to the subpoena in writing and provide them to the attorney or the court.

Refer questions about law enforcement requests to your attorney.

Hotel/Motel Program
Clients who stay in the hotel/motel program are affected by specific laws. Contact your attorney or local legal office for information.

Child Abuse and Mandatory Reporting
Certain service providers are mandated to provide credible evidence of child
abuse. This obligation would supersede any policy that would prohibit the reporting of child abuse. Mandatory reporters should comply with state guidelines for reporters.

VIII. HMIS Security Plan

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

HMIS User Access
All users are required to sign a HMIS User Agreement and complete HMIS User Training before receiving access to the HMIS. Credentials will not be issued without a signed User Agreement being on file with the HMIS Lead and the HMIS Agency Administrator. All HMIS training participants will be given a copy of the HMIS User Agreement. Potential Users will be responsible for completing the User Agreement, obtaining the required signatures and returning the form to the HMIS Lead before User Credentials will be issued. Once all required paperwork is complete, User Credentials can be obtained by calling the HMIS Help Desk.

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

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

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

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

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

IX. HMIS Privacy Plan

Data Collection Limitation Policy
Partner agencies will enter into the HMIS only client information deemed necessary to provide quality service. Partner agencies, in collaboration with the Saint Louis County CoC, will make a determination of what qualifies as essential for services.

Partner agencies reserve the right to decline services for clients choosing not to share information needed to confirm program eligibility. The agency assumes that, by requesting services from the agency, the client agrees to allow them to collect information and to use or disclose it as described in the privacy notice and otherwise as allowed or required by law.

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

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

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

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

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

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

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

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

The client does have the right to revoke written authorization at any time. Once the client has revoked their authorization, no new information may be utilized in HMIS but all historical data remains accessible by the provider.

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

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

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

**HMIS Data Release Policy and Procedures**

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

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

No identifiable client data are to be released to any person, agency or organization without written consent by the client, unless otherwise required by law.
Mandated Reporting
Mandatory reporters should comply with state guidelines for reporters. This obligation supersedes any agency policies that prohibit disclosure of identifying information.

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

Program-Level (aggregate) Data:
The HMIS Lead will supply the CoC Executive Committee a report analyzing program-level data on a quarterly basis. These quarterly reports will be utilized to help inform systematic practice for the Continuum of Care.

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

Data Entry Policy: Agency/HMIS users will be responsible for the accuracy of their data entry. Missing data rates are expected to be kept below 10%. For housing programs, client entry and exit dates are expected to be recorded in a timely manner. Client entry dates are required to be entered with 24 hours of a client moving into housing. Client exit dates must be entered within 48 hours of the client leaving housing.

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

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

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

**Data Quality Standards and Monitoring**

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

**Data Collection Requirements**

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

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

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

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

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

Annual reviews for data quality, security and privacy standards compliance will be conducted to ensure agencies are meeting requirements. The HMIS Lead will work with HMIS Agency Administrators to schedule annual site-visits to ensure compliance across the Saint Louis County CoC.
You may keep this summary of the policy. A copy of the full privacy notice is available upon request.
Appendix C: Employee Acknowledgment

________________________________________
Agency Name

Employee Acknowledgment of Privacy Notice

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

________________________  __________________________
Date                        Name
Appendix A: Full Privacy Policy (sample)

Homeless Management Information System
Privacy and Security Notice

A written copy of this policy is available by request.

I. Purpose

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

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

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

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

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

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

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

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

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

III. Client Rights:

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

7) **Access to his/her record.** A client has the right to review his or her record in the HMIS. He or she may request review of the record within five working days.
8) **Correction of an HMIS record.** A client has the right to request that his or her HMIS record is correct so that information is accurate. This ensures fairness in its use.
9) **Refusal.** Your agency’s ability to assist a client depends on the documentation of certain personal identifying information. You may decline to provide services to a client who refuses to provide this data.
10) **Agency’s Right to Refuse Inspection of an Individual Record.** You may deny a client the right to inspect or copy his or her personal information for the following reasons:

b. information is compiled in reasonable anticipation of litigation or comparable proceedings;
c. information about another individual other than the agency staff would be disclosed;
d. information was obtained under a promise of confidentiality other than a promise from this provider and disclosure would reveal the source of the information; or
e. information reasonably likely to endanger the life or physical safety of any individual if disclosed.

11) Harassment. The agency reserves the right to reject repeated or harassing requests for access or correction. However, if the agency denies your request for access or correction, you will be provided written documentation regarding your request and the reason for denial. A copy of that documentation will also be included in your client record.

12) Grievance. You have the right to be heard if you feel that your confidentiality rights have been violated, if you have been denied access to your personal records, or if you have been put at personal risk, or harmed. Our agency has established a formal grievance process for you to use in such a circumstance. To file a complaint or grievance you should contact our Chief Privacy Officer.

IV. HOW YOUR INFORMATION WILL BE KEPT SECURE:

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

1) The computer program we use has the highest degree of security protection available.
2) Only trained and authorized individuals will enter or view your personal information.
3) Your name and other identifying information will not be contained in HMIS reports that are issued to local, state or national agencies.
4) Employees receive training in privacy protection and agree to follow strict confidentiality standards before using the system.
5) The server/database/software only allows individuals access to the information. Only those who should see certain information will be allowed to see that information.
6) The server/database will communicate using 128-bit encryption—an Internet technology intended to keep information private while it is transported back and forth across the Internet. Furthermore, identifying data stored on the server is also encrypted or coded so that it cannot be recognized.
7) The server/database exists behind a firewall, which is a program designed to keep hackers and viruses away from the server.
8) The main database will be kept physically secure, meaning only authorized personnel will have access to the server/database.
9) System Administrators employed by the HMIS and the agency support the operation of the database. Administration of the database is governed by agreements that limit the use of personal information to providing administrative support and generating reports using aggregated information. These agreements further insure the confidentiality of your personal information.

V. BENEFITS OF HMIS AND AGENCY INFORMATION SHARING:

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

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

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

VI. COMPLIANCE WITH OTHER LAWS

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

VII. PRIVACY NOTICE AMENDMENTS:

The policies covered under this Privacy Notice may be amended over time and those amendments may affect information obtained by the agency before the date of the change. All amendments to the Privacy Notice must be consistent with the requirements of the Federal Standards that protect the privacy of consumers and guide HMIS implementation and operation.
Appendix D: Sign for Intake Desks
Notice to Public

We collect personal information directly from you for reasons that are discussed in our privacy statement. We may be required to collect some personal information by law or by organizations that give us money to operate this program. Other personal information that we collect is important to run our programs, to improve services for homeless persons, and to better understand the needs of homeless persons. We only collect information that we consider to be appropriate. You may request a copy of our full Privacy Notice.
We collect personal information from you to:

1) Better understand your needs
2) Improve our services
3) Comply with federal, state & local laws
4) Provide reports for our funders

We only ask for information we truly need - nothing more.

Want more details?
Ask to see our Privacy Statement.
## Total Population PIT Count Data

<table>
<thead>
<tr>
<th></th>
<th>2016 PIT</th>
<th>2017 PIT</th>
<th>2018 PIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sheltered and Unsheltered Count</td>
<td>465</td>
<td>462</td>
<td>450</td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>269</td>
<td>211</td>
<td>198</td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>148</td>
<td>207</td>
<td>226</td>
</tr>
<tr>
<td>Total Sheltered Count</td>
<td>417</td>
<td>418</td>
<td>424</td>
</tr>
<tr>
<td>Total Unsheltered Count</td>
<td>48</td>
<td>44</td>
<td>26</td>
</tr>
</tbody>
</table>

## Chronically Homeless PIT Counts

<table>
<thead>
<tr>
<th></th>
<th>2016 PIT</th>
<th>2017 PIT</th>
<th>2018 PIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sheltered and Unsheltered Count of Chronically Homeless Persons</td>
<td>18</td>
<td>73</td>
<td>45</td>
</tr>
<tr>
<td>Sheltered Count of Chronically Homeless Persons</td>
<td>8</td>
<td>56</td>
<td>38</td>
</tr>
<tr>
<td>Unsheltered Count of Chronically Homeless Persons</td>
<td>10</td>
<td>17</td>
<td>7</td>
</tr>
</tbody>
</table>
## Homeless Households with Children PIT Counts

<table>
<thead>
<tr>
<th></th>
<th>2016 PIT</th>
<th>2017 PIT</th>
<th>2018 PIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children</td>
<td>77</td>
<td>72</td>
<td>72</td>
</tr>
<tr>
<td>Sheltered Count of Homeless Households with Children</td>
<td>76</td>
<td>72</td>
<td>72</td>
</tr>
<tr>
<td>Unsheltered Count of Homeless Households with Children</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

## Homeless Veteran PIT Counts

<table>
<thead>
<tr>
<th></th>
<th>2011</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sheltered and Unsheltered Count of the Number of Homeless Veterans</td>
<td>64</td>
<td>51</td>
<td>18</td>
<td>16</td>
</tr>
<tr>
<td>Sheltered Count of Homeless Veterans</td>
<td>62</td>
<td>49</td>
<td>15</td>
<td>14</td>
</tr>
<tr>
<td>Unsheltered Count of Homeless Veterans</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>2</td>
</tr>
</tbody>
</table>
## HMIS Bed Coverage Rate

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Total Beds in 2018 HIC</th>
<th>Total Beds in 2018 HIC Dedicated for DV</th>
<th>Total Beds in HMIS</th>
<th>HMIS Bed Coverage Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Shelter (ES) Beds</td>
<td>167</td>
<td>47</td>
<td>109</td>
<td>90.83%</td>
</tr>
<tr>
<td>Safe Haven (SH) Beds</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>NA</td>
</tr>
<tr>
<td>Transitional Housing (TH) Beds</td>
<td>237</td>
<td>29</td>
<td>112</td>
<td>53.85%</td>
</tr>
<tr>
<td>Rapid Re-Housing (RRH) Beds</td>
<td>103</td>
<td>0</td>
<td>103</td>
<td>100.00%</td>
</tr>
<tr>
<td>Permanent Supportive Housing (PSH) Beds</td>
<td>383</td>
<td>0</td>
<td>280</td>
<td>73.11%</td>
</tr>
<tr>
<td>Other Permanent Housing (OPH) Beds</td>
<td>40</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total Beds</strong></td>
<td><strong>930</strong></td>
<td><strong>76</strong></td>
<td><strong>604</strong></td>
<td><strong>70.73%</strong></td>
</tr>
</tbody>
</table>
### PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

<table>
<thead>
<tr>
<th>Chronically Homeless Bed Counts</th>
<th>2016 HIC</th>
<th>2017 HIC</th>
<th>2018 HIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC</td>
<td>104</td>
<td>37</td>
<td>105</td>
</tr>
</tbody>
</table>

### Rapid Rehousing (RRH) Units Dedicated to Persons in Household with Children

<table>
<thead>
<tr>
<th>Households with Children</th>
<th>2016 HIC</th>
<th>2017 HIC</th>
<th>2018 HIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>RRH units available to serve families on the HIC</td>
<td>29</td>
<td>47</td>
<td>23</td>
</tr>
</tbody>
</table>

### Rapid Rehousing Beds Dedicated to All Persons

<table>
<thead>
<tr>
<th>All Household Types</th>
<th>2016 HIC</th>
<th>2017 HIC</th>
<th>2018 HIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>RRH beds available to serve all populations on the HIC</td>
<td>97</td>
<td>156</td>
<td>103</td>
</tr>
</tbody>
</table>
Summary Report for MO-500 - St. Louis County CoC

For each measure enter results in each table from the System Performance Measures report generated out of your CoCs HMIS System. There are seven performance measures. Each measure may have one or more “metrics” used to measure the system performance. Click through each tab above to enter FY2017 data for each measure and associated metrics.

RESUBMITTING FY2017 DATA: If you provided revised FY2017 data, the original FY2017 submissions will be displayed for reference on each of the following screens, but will not be retained for analysis or review by HUD.

ERRORS AND WARNINGS: If data are uploaded that creates selected fatal errors, the HDX will prevent the CoC from submitting the System Performance Measures report. The CoC will need to review and correct the original HMIS data and generate a new HMIS report for submission.

Some validation checks will result in warnings that require explanation, but will not prevent submission. Users should enter a note of explanation for each validation warning received. To enter a note of explanation, move the cursor over the data entry field and click on the note box. Enter a note of explanation and “save” before closing.

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.
2018 HDX Competition Report
FY2017 - Performance Measurement Module (Sys PM)

<table>
<thead>
<tr>
<th></th>
<th>Universe (Persons)</th>
<th>Average LOT Homeless (bed nights)</th>
<th>Median LOT Homeless (bed nights)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Persons in ES and SH</td>
<td>862</td>
<td>1194</td>
<td>51</td>
</tr>
<tr>
<td>1.2 Persons in ES, SH, and TH</td>
<td>1067</td>
<td>1424</td>
<td>103</td>
</tr>
</tbody>
</table>

b. This measure is based on data element 3.17. This measure includes data from each client’s Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added to the client’s entry date, effectively extending the client’s entry date backward in time. This “adjusted entry date” is then used in the calculations just as if it were the client’s actual entry date.

The construction of this measure changed, per HUD’s specifications, between FY 2016 and FY 2017. HUD is aware that this may impact the change between these two years.
Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

After entering data, please review and confirm your entries and totals. Some HMIS reports may not list the project types in exactly the same order as they are displayed below.

<table>
<thead>
<tr>
<th>Exit was from SO</th>
<th>Exit was from ES</th>
<th>Exit was from TH</th>
<th>Exit was from SH</th>
<th>Exit was from PH</th>
<th>TOTAL Returns to Homelessness</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>269</td>
<td>20</td>
<td>7%</td>
<td>13</td>
<td>5%</td>
<td>7</td>
</tr>
<tr>
<td>47</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>62</td>
<td>3</td>
<td>5%</td>
<td>1</td>
<td>2%</td>
<td>1</td>
</tr>
</tbody>
</table>

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).

<table>
<thead>
<tr>
<th></th>
<th>January 2016 PIT Count</th>
<th>January 2017 PIT Count</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Total PIT Count of sheltered and unsheltered persons</td>
<td>465</td>
<td>462</td>
<td>-3</td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>269</td>
<td>211</td>
<td>-58</td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>148</td>
<td>207</td>
<td>59</td>
</tr>
<tr>
<td>Total Sheltered Count</td>
<td>417</td>
<td>418</td>
<td>1</td>
</tr>
<tr>
<td>Unsheltered Count</td>
<td>48</td>
<td>44</td>
<td>-4</td>
</tr>
</tbody>
</table>

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2016</th>
<th>Revised FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Unduplicated Total sheltered homeless persons</td>
<td>1075</td>
<td>1437</td>
<td>362</td>
<td></td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>870</td>
<td>1206</td>
<td>336</td>
<td></td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>218</td>
<td>250</td>
<td>32</td>
<td></td>
</tr>
</tbody>
</table>
### 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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2016</th>
<th>Revised FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults (system stayers)</td>
<td>149</td>
<td>132</td>
<td></td>
<td>-17</td>
</tr>
<tr>
<td>Number of adults with increased earned income</td>
<td>13</td>
<td>9</td>
<td></td>
<td>-4</td>
</tr>
<tr>
<td>Percentage of adults who increased earned income</td>
<td>9%</td>
<td>7%</td>
<td></td>
<td>-2%</td>
</tr>
</tbody>
</table>

#### Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2016</th>
<th>Revised FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults (system stayers)</td>
<td>149</td>
<td>132</td>
<td></td>
<td>-17</td>
</tr>
<tr>
<td>Number of adults with increased non-employment cash income</td>
<td>26</td>
<td>21</td>
<td></td>
<td>-5</td>
</tr>
<tr>
<td>Percentage of adults who increased non-employment cash income</td>
<td>17%</td>
<td>16%</td>
<td></td>
<td>-1%</td>
</tr>
</tbody>
</table>

#### Metric 4.3 – Change in total income for adult system stayers during the reporting period

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2016</th>
<th>Revised FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults (system stayers)</td>
<td>149</td>
<td>132</td>
<td></td>
<td>-17</td>
</tr>
<tr>
<td>Number of adults with increased total income</td>
<td>36</td>
<td>30</td>
<td></td>
<td>-6</td>
</tr>
<tr>
<td>Percentage of adults who increased total income</td>
<td>24%</td>
<td>23%</td>
<td></td>
<td>-1%</td>
</tr>
</tbody>
</table>
2018 HDX Competition Report
FY2017 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2016</th>
<th>Revised FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td>45</td>
<td>39</td>
<td>-6</td>
<td></td>
</tr>
<tr>
<td>Number of adults who exited with increased earned income</td>
<td>11</td>
<td>15</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Percentage of adults who increased earned income</td>
<td>24%</td>
<td>38%</td>
<td>14%</td>
<td></td>
</tr>
</tbody>
</table>

Metric 4.5 – Change in non-employment cash income for adult system leavers

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2016</th>
<th>Revised FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td>45</td>
<td>39</td>
<td>-6</td>
<td></td>
</tr>
<tr>
<td>Number of adults who exited with increased non-employment cash income</td>
<td>14</td>
<td>8</td>
<td>-6</td>
<td></td>
</tr>
<tr>
<td>Percentage of adults who increased non-employment cash income</td>
<td>31%</td>
<td>21%</td>
<td>-10%</td>
<td></td>
</tr>
</tbody>
</table>

Metric 4.6 – Change in total income for adult system leavers

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2016</th>
<th>Revised FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td>45</td>
<td>39</td>
<td>-6</td>
<td></td>
</tr>
<tr>
<td>Number of adults who exited with increased total income</td>
<td>24</td>
<td>21</td>
<td>-3</td>
<td></td>
</tr>
<tr>
<td>Percentage of adults who increased total income</td>
<td>53%</td>
<td>54%</td>
<td>1%</td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Universe: Person with entries into ES, SH or TH during the reporting period.</th>
<th>Submitted FY 2016</th>
<th>Revised FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>879</td>
<td>1254</td>
<td>375</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>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.</th>
<th>Submitted FY 2016</th>
<th>Revised FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>57</td>
<td>98</td>
<td>41</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>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.)</th>
<th>Submitted FY 2016</th>
<th>Revised FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>822</td>
<td>1156</td>
<td>334</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

<table>
<thead>
<tr>
<th>Universe: Person with entries into ES, SH, TH or PH during the reporting period.</th>
<th>Submitted FY 2016</th>
<th>Revised FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1041</td>
<td>1612</td>
<td>571</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>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.</th>
<th>Submitted FY 2016</th>
<th>Revised FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>99</td>
<td>169</td>
<td>70</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.)

<table>
<thead>
<tr>
<th>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.)</th>
<th>Submitted FY 2016</th>
<th>Revised FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>942</td>
<td>1443</td>
<td>501</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD’s Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in FY2017 (Oct 1, 2016 - Sept 30, 2017) reporting period.

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2016</th>
<th>Revised FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Persons who exit Street Outreach</td>
<td>821</td>
<td>25</td>
<td>-796</td>
<td></td>
</tr>
<tr>
<td>Of persons above, those who exited to temporary &amp; some institutional destinations</td>
<td>94</td>
<td>23</td>
<td>-71</td>
<td></td>
</tr>
<tr>
<td>Of the persons above, those who exited to permanent housing destinations</td>
<td>24</td>
<td>1</td>
<td>-23</td>
<td></td>
</tr>
<tr>
<td>% Successful exits</td>
<td>14%</td>
<td>96%</td>
<td>82%</td>
<td></td>
</tr>
</tbody>
</table>

Metric 7b.1 – Change in exits to permanent housing destinations
## 2018 HDX Competition Report

### FY2017 - Performance Measurement Module (Sys PM)

<table>
<thead>
<tr>
<th>Metric 7b.2 – Change in exit to or retention of permanent housing</th>
</tr>
</thead>
<tbody>
<tr>
<td>**Submitted FY 2016</td>
</tr>
<tr>
<td>---------------------</td>
</tr>
<tr>
<td>Universe: Persons in all PH projects except PH-RRH</td>
</tr>
<tr>
<td>Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations</td>
</tr>
<tr>
<td>% Successful exits/retention</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing</th>
</tr>
</thead>
<tbody>
<tr>
<td>**Submitted FY 2016</td>
</tr>
<tr>
<td>---------------------</td>
</tr>
<tr>
<td>941</td>
</tr>
<tr>
<td>Of the persons above, those who exited to permanent housing destinations</td>
</tr>
<tr>
<td>440</td>
</tr>
<tr>
<td>% Successful exits</td>
</tr>
</tbody>
</table>
This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports into order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.
### 2018 HDX Competition Report
#### FY2017 - SysPM Data Quality

<table>
<thead>
<tr>
<th></th>
<th>All ES, SH</th>
<th>All TH</th>
<th>All PSH, OPH</th>
<th>All RRH</th>
<th>All Street Outreach</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Number of non-DV Beds on HIC</strong></td>
<td>172 172 120 142</td>
<td>188 192 210 210</td>
<td>322 345 309 363</td>
<td>23 97 156</td>
<td></td>
</tr>
<tr>
<td><strong>2. Number of HMIS Beds</strong></td>
<td>137 137 120 120</td>
<td>122 96 180 96</td>
<td>322 333 309 304</td>
<td>11 0 156</td>
<td></td>
</tr>
<tr>
<td><strong>3. HMIS Participation Rate from HIC (%)</strong></td>
<td>79.65 79.65 100.00 84.51</td>
<td>64.89 50.00 85.71 45.71</td>
<td>100.00 96.52 100.00 83.75</td>
<td>47.83 0.00 100.00</td>
<td></td>
</tr>
<tr>
<td><strong>4. Unduplicated Persons Served (HMIS)</strong></td>
<td>687 781 738 1064</td>
<td>115 167 142 125</td>
<td>354 367 352 365</td>
<td>16 94 214 293</td>
<td>0 0 0 14</td>
</tr>
<tr>
<td><strong>5. Total Leavers (HMIS)</strong></td>
<td>586 660 651 984</td>
<td>45 69 79 67</td>
<td>33 41 46 79</td>
<td>1 24 115 200</td>
<td>0 0 0 11</td>
</tr>
<tr>
<td><strong>6. Destination of Don't Know, Refused, or Missing (HMIS)</strong></td>
<td>112 65 58 148</td>
<td>8 2 5 2</td>
<td>7 0 0 0</td>
<td>1 2 12 2</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td><strong>7. Destination Error Rate (%)</strong></td>
<td>19.11 9.85 8.91 15.04</td>
<td>17.78 2.90 6.33 2.99</td>
<td>21.21 0.00 0.00 0.00</td>
<td>100.00 8.33 10.43 1.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
2018 HDX Competition Report
Submission and Count Dates for MO-500 - St. Louis County CoC

**Date of PIT Count**

| Date CoC Conducted 2018 PIT Count | 1/24/2018 |

**Report Submission Date in HDX**

<table>
<thead>
<tr>
<th>Submitted On</th>
<th>Met Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 PIT Count Submittal Date</td>
<td>4/30/2018</td>
</tr>
<tr>
<td>2018 HIC Count Submittal Date</td>
<td>4/30/2018</td>
</tr>
<tr>
<td>2017 System PM Submittal Date</td>
<td>5/31/2018</td>
</tr>
</tbody>
</table>