

Before Starting the CoC Application

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

The Collaborative Applicant is responsible for:

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

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

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

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

1A. Continuum of Care (CoC) Identification

Instructions:

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

1A-1. CoC Name and Number: CA-517 - Napa City & County CoC

1A-2. Collaborative Applicant Name: County of Napa

1A-3. CoC Designation: CA

1A-4. HMIS Lead: County of Napa

1B. Continuum of Care (CoC) Engagement

Instructions:

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

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

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

Faith-based	Yes	Yes
family/early childhood	Yes	Yes
vets,fair housing	Yes	Yes

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

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

CoC solicits/considers opinions by recruiting from public&private agencies for CoC Board, holding monthly open, public meetings&engaging broad array of providers&community members for general/committee membership. Reps for schools, seniors, vets, DV, criminal justice, philanthropy, healthcare, mentally ill, youth providers, others attend/present at CoC meetings, ATTENDED 10 FOCUS GROUPS on Napa Plan to End Homelessness&give feedback on coordinated entry (CE), outreach, policy, shelter redesign, funding priorities. County’s largest social services provider HHSA serves as the Collab. Applicant & leverages county social services expertise/resources. Youth, DV, formerly homeless, seniors, vets advocates are active in CoC meetings and help Napa Police Dept. plan HIC/PIT outreach for challenging populations and added peers to PIT teams. DV provider actively engaged in CE redesign process to ensure alignment with HUD priorities, safety and access to full CoC resources for survivors, others.

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

1.Napa County HHSA website has an ongoing, always available description of the CoC, notice of upcoming meetings, and open invitation for new members, meetings publicized through listserv with 84 members/orgs from across social services sector. Annually sends invitations for new members to listserv of community orgs, county offices, Live Health Napa, vets workgroup, Facebook (last sent 8/28/17) specifically recruiting people with lived experience of homelessness; invites community members for presentations/attendance, including representatives from mainstream services, education, medical, funders vets groups, youth/LGBTQ advocates, and community members.
 2.CoC held vets/homeless outreach days with groups/vets to reach out to homeless inds/families/vets, coordinates with VOLUNTEER-RUN FACEBOOK PAGE WITH WIDE REACH AMONG HOMELESS INDS and encourages participation. Engages annual COMMUNITY-WIDE BOARD RECRUITMENT/NOMINATION PROCESS with community vote on applicants.

1B-3. Describe how the CoC notified the public that it will accept and consider proposals from organizations that have not previously received CoC Program funding in the FY 2017 CoC Program Competition, even if

the CoC is not applying for new projects in FY 2017. The response must include the date(s) the CoC made publicly knowing they were open to proposals. (limit 1000 characters)

1.CoC announced funding opportunities 7-24-17 via an open, 84-member CoC listserv to regional homelessness providers, most of whom have NOT previously received Napa CoC funding. Notice ENCOURAGES NEW ORGANIZATIONS to apply, and offers technical assistance and training to all applicants. CoC ALSO PUBLISHED FUNDING ANNOUNCEMENTS ON COUNTY/CoC WEBSITE (8.2.17), discusses at public meetings, conducts outreach and actively uses regional contacts to seek new providers to add to CoC's provider capacity. The CoC invites all to open workshop with extra time/resources for new applications to enable first-time orgs to be successful and SUBMIT PROPOSALS BY EMAIL. 2.All apps are reviewed/scored by an independent CoC Review/Rank panel, based on a community-approved scoring tool that considers project type, HUD threshold eligibility factors, design/readiness, agency capacity, budget. Renewal/new projects are scored on a 100-point scale; NEW PROVIDER WAS RECOMMENDED FOR FUNDING in 2017.

1C. Continuum of Care (CoC) Coordination

Instructions:

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

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

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Not Applicable
Head Start Program	Yes
Housing and service programs funded through Department of Justice (DOJ) resources	Yes
Housing and service programs funded through Health and Human Services (HHS) resources	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and service programs funded through state government resources	Yes
Housing and service programs funded through local government resources	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	
VA, non-RHY youth orgs, state healthcare	Yes
mental-health services, Season of Sharing	Yes

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

1. CA Dept of Housing Community Development (HCD), ESG recipient: CoC attends planning meetings that set standards for allocation/performance for ESG fund. CoC recruits/evaluates subrecipients using state HCD processes

and provides HIC/PIT/SPM/HMIS data and other data to further HCD's goals for ESG funds. 2.ConPlan jurisdictions=state of CA/City of Napa Housing Authority (HA). STATE:CoC provides updates as requested to state ConPlan; provides HIC/PIT data, HMIS SPMs through HCD grants. NAPA HA: CoC provides data/contributes to ConPlan, HA manager leader at monthly 1.5-hour CoC Board/membership/committee meetings. CoC creates JOINT HOMELESS ACTION PLAN W/HA, using HMIS/HIC-PIT/APR and other data to project needs/system flow, including shelter inflow, demographic information/needs of CH, families, vets, youth, and resource mapping. County/CoC/City of Napa (ConPlan) CREATING JOINT POWERS AGREEMENT for homeless services to align ConPlan with Homeless Plan/CoC goals/SPMs.

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

Victims service provider, NEWS (funded through CoC, DOJ, HHS, OES, private) PROVIDES HOUSING/SERVICES/TRAINING to mainstream providers to ensure safe access for all survivors to housing/services programs. NEWS is CE access point, connects with CoC/ESG/HHS/CalWorks/SOAR/schools/other programs to ensure survivors are provided low-barrier housing, services that consider trauma/safety. NEWS sits on CoC Board/committees, and receives CoC RRH funds to serve survivors. CE and written standards policies ensure all shelter/housing/entry points have TRAINING ON SAFETY PLANS for victims, trauma-informed care and other victim-centered practices. CLIENT CHOICE/SAFETY. Regardless of where survivors seek help, offered full access to housing/services targeted to DV and/or mainstream housing and resources, based on client choice, without barriers imposed by lack of income, mental health issues, etc. CE/CoC staff trained on confidentiality requirements/use of HMIS/VAWA-compliant data gathering/safety.

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

CoC Victims Service provider NEWS is on the CoC Board and contributes to policy discussions. 1. NEWS active in CoC provides REGULAR, ONGOING TRAINING, consulting, immediate 24-hr. oncall services to PD, street outreach, shelter, access points on SAFETY/SERVICE NEEDS OF SURVIVORS. 2.NEWS administers VI-SPDAT, provides data from its VAWA-compliant database to HMIS. Data used to determine needs of survivors, other homeless inds and families and incorporated in SPM reports, HIC/PIT, project performance outcomes, APRS, CoC-wide needs assessments/Homeless Action Plan, funding and development decisions. 3.NEWS is CE entry/access point;

helped craft/adopt CE policies ensuring that all street outreach/access point staff are trained on DV/ client choice/privacy/confidentiality/safety planning, including how to handle emergency situations. If household is at risk of harm during assessment staff contacts emergency and/or victim service providers, and provide a warm handoff to NEWS.

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

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

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2016 who were homeless at entry	PHA has General or Limited Homeless Preference
Housing Division, City of Napa	13.00%	Yes-HCV

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

1C-4a. For each PHA where there is not a homeless admission preference in their written policies, identify the steps the CoC has taken to encourage the PHA to adopt such a policy. (limit 1000 characters)

Napa County Housing Authority has no vouchers/general housing. Housing Division, City of Napa does not have public housing but does provide a homeless preference for its Housing Choice Vouchers, is implementing a moving on/step-up program to free up PSH, and also runs a CoC-funded homeless rental assistance program.

1C-5. Describe the actions the CoC has taken to: (1) address the needs of Lesbian, Gay, Bisexual, Transgender (LGBT) individuals and their families experiencing homelessness, (2) conduct regular CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity, including Gender Identify Equal Access to Housing, Fina Rule; and (3) implementation of an anti-discrimination policy. (limit 1000 characters)

1.CoC serves LGBTQ persons USING BEST PRACTICES; consults with LGBTQ Connection, VOICES, formerly homeless inds, and other orgs/providers TO ENSURE CULTURALLY COMPETENT OUTREACH/EQUAL ACCESS TO LGBTQ youth/families/inds for all housing/services. Fair Housing Napa Valley ED serves on CoC Board/committees. LGBTQ Connection consults on shelter/dropin center policies&case mgt/access issues for transgender/LGBTQ clients. 2.LGBTQ Connection provides ONGOING TRAININGS AS NEEDED to new staff/programs; CoC publicized HUD Equal Access training to CoC providers/community through listserv announcements; Sept 2017 CoC held training on rule; will followup with ANNUAL training. 3.CoC Written Standards and CE policies (updated 2017) INCLUDE ANTIDISCRIMINATION POLICY: ALL PROVIDERS must create welcoming, affirming environment for all program participants/employees, including, but not limited to, all races, ethnicities, ages, abilities, sexual orientation, gender identities and gender expressions.

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

Engaged/educated local policymakers:	<input checked="" type="checkbox"/>
Engaged/educated law enforcement:	<input checked="" type="checkbox"/>
Engaged/educated local business leaders	<input checked="" type="checkbox"/>
Implemented communitywide plans:	<input checked="" type="checkbox"/>
No strategies have been implemented	<input type="checkbox"/>
Other:(limit 50 characters)	
Monthly mtgs with police outreach	<input checked="" type="checkbox"/>
Education/advocacy on social media	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

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

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

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

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

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

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

1.Napa implements discharge planning policies with foster care/medical/mental health facilities through longterm planning and daily coordination; the Con Plan and Homeless Action Plan have policies in place that encourage formal discharge planning from jail/criminal justice system. 2.BARRIERS TO FORMAL PLAN W CORRECTIONS include pending transition to a new jail, and failure of corrections to align discharge practices with homeless services system. For example, jail discharges occur unpredictably, when shelters/outreach/services are not open/available. CoC is engaged in ongoing communication among corrections/CoC providers to ensure more training for corrections personnel and planning for release, and is negotiating halfway houses or other options for discharged individuals. CoC and county case workers and outreach workers currently identify/track inmates who are likely to be homeless on release, and will continue to work with corrections to have plans in place for those inmates.

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

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

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

Instructions

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

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

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

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

1E-2. Severity of Needs and Vulnerabilities

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

1. Specific vulnerabilities considered in selection process: CH, low or no income, current or past substance abuse, history of victimization (DV, sexual assault, abuse) criminal histories, mental illness, disabilities.
2. Ranking process/renewal scoring tool rates projects on how they serve participants with highest needs/vulnerabilities. Out of 100 points, 18 examined projects' low-barrier services and access to those with severe needs; 8 for housing first; 5 for CH, 3, low-barrier to those with most severe needs; 2 for affirmatively furthering fair housing. Scoring tool directs panelists to review projects' narratives and populations served while evaluating data outcomes/performance during rank/review/selection process to ensure severity of needs/subpopulation vulnerabilities considered in scores.

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

Attachment Required: Documentation demonstrating the objective ranking and selections process and the final version of the completed CoC Consolidated Application, including the CoC Application with attachments, Priority Listing with reallocation forms and all project applications that were accepted and ranked, or rejected (new and renewal) was made publicly available. Attachments must clearly show the date the documents were publicly posted.

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

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

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

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

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

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

Reallocation: Option 1

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

reallocation.

1E-5. If the CoC rejected or reduced project application(s), enter the date the CoC and Collaborative Applicant notified project applicants their project application(s) were being rejected or reduced in writing outside of e-snaps. 08/22/2017

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

1E-5a. Provide the date the CoC notified applicant(s) their application(s) were accepted and ranked on the Priority Listing, in writing, outside of e-snaps. 09/07/2017

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

Reallocation Supporting Documentation

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

Document Type	Required?	Document Description	Date Attached
Reallocation Supporting Documentation	No	CoC Process for R...	09/22/2017

Attachment Details

Document Description: CoC Process for Reallocation

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

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

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

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

2A-1a. Provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1. In addition, indicate if the page number applies to the Governance Charter or MOU/MOA. CoC Gov Charter: pp 12-14; HMIS Gov Charter 1-18; MOU, p2

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

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

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

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

in that project type.

Project Type	Total Beds in 2017 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	101	12	89	100.00%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	68	0	55	80.88%
Rapid Re-Housing (RRH) beds	50	0	50	100.00%
Permanent Supportive Housing (PSH) beds	47	0	47	100.00%
Other Permanent Housing (OPH) beds	0	0	0	

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

(limit 1000 characters)

All ESG/COC-funded projects are in HMIS, with 100% coverage for all types except TH. In 2016, the CoC successfully worked with providers to include data in HMIS, increasing coverage to 100% in PSH from 62.5%. TH coverage is currently 81%, a huge improvement from 59% in 2016. The CoC HMIS coordinator, with support from county HHS and the CoC Board is working with the last remaining non-HMIS provider (Napa Valley Community Housing) to enter its 12 beds into HMIS or provide information on those beds to the CoC for entry. Potential strategies include incorporating requirement into county contracts, providing ongoing data entry support, and ongoing training of new staff. In addition, the CoC has been working to fill the 2 beds with CalVet and then provide HMIS data.

2A-6. Annual Housing Assessment Report (AHAR) Submission: How many Annual Housing Assessment Report (AHAR) tables were accepted and used in the 2016 AHAR? 10

2A-7. Enter the date the CoC submitted the 2017 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). (mm/dd/yyyy) 04/27/2017

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

Instructions:

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

2B-1. Indicate the date of the CoC's 2017 PIT count (mm/dd/yyyy). If the PIT count was conducted outside the last 10 days of January 2017, HUD will verify the CoC received a HUD-approved exception. 01/24/2017

2B-2. Enter the date the CoC submitted the PIT count data in HDX. (mm/dd/yyyy) 04/27/2017

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

Instructions:

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

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

1.No major changes to methodology were made in 2017 but data collection process benefited from increased reliance on HMIS in reporting PIT data. Because of the CoC’s emphasis on MONITORING PROVIDER DATA QUALITY, the accuracy/completeness of HMIS data increased, so surveys were only necessary for the few programs that do not enter timely data into HMIS. Reliance on HMIS data is MORE EFFICIENT, REDUCES RESOURCES NECESSARY for the PIT count, ELIMINATES THE NEED FOR DATA ENTRY, & builds a MORE COMPLETE & ACCURATE PIT/HMIS count. Providers worked with HMIS Lead in advance to ensure all data was accurate & up-to-date & to identify address any gaps. Improvements led to a more ACCURATE, COMPLETE & RELIABLE count. 2.Total sheltered homeless population remained unchanged at 199 over the last year. The community prioritized serving its chronically homeless population and, as a result, saw its sheltered CH population increased from 57 to 81, an increase of 42%, and had HMIS data to show CH.

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

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

Beds Added:	14
Beds Removed:	1
Total:	13

2C-3. Did your CoC add or remove emergency shelter, transitional housing, or Safe-Haven inventory because of funding specific to a Presidentially declared disaster resulting in a change to the CoC's 2017 sheltered PIT No

count?

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

Beds Added:	0
Beds Removed:	0
Total:	0

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

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

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

1.Basic methodology unchanged but CoC made efforts to improve quality, esp. for youth/unsheltered CH that led to increase in youth (4 to 16) & CH (41 to 53) despite rainy night/stable overall numbers (from 118 to 116). 2.Prior to count, CoC reviewed HUD GUIDELINES/TRAINING & discussed methodology/data needs with entire CoC to ENSURE BEST WAYS TO REACH Napa homeless individuals. The outreach team enlisted ADDITIONAL VOLUNTEERS including Spanish speakers who IMPROVED OUTREACH/ COMMUNICATION CAPABILITIES. Outreach team conducted a VOLUNTEER TRAINING and provided a PIT GUIDE that clarified methods/instructions, which IMPROVED DATA QUALITY, UNIFORM COLLECTION, and NONINVASIVE & EFFICIENT survey administration. 2017 TARGETED OUTREACH EFFORTS included greater planning/coordination with youth providers and incentives for youth participation as well as advance communication with community stakeholders to identify where unsheltered individuals most likely to be found to ensure a COMPLETE COUNT.

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

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

**are most likely to be identified.
(limit 1000 characters)**

Prior to count, CoC engaged VOICES/ON THE MOVE, orgs comprised of PEERS and that serve homeless youth to develop strategies, in collab with PD outreach/CoC/education-family orgs, for an ACCURATE BASELINE COUNT of homeless youth, including identifying sites where youth might be found and adding peer members of PIT Count teams. TARGETED OUTREACH was conducted via an informational flier distributed BY HOMELESS AND FORMERLY HOMELESS YOUTH to advertise the count, a youth BBQ on day of count to increase participation, and incentives offered to participating youth as well as to identify locations where unsheltered homeless youth spend time to ensure a complete count. Incentives provided included hygiene supplies, food bags, bus passes, and Starbucks gift cards.

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

In months prior to count, multiple meetings with a wide range of providers helped IDENTIFY and REACH MARGINALIZED POPULATIONS&prepare for a better PIT. Coordination and ongoing communication with NEWS, the primary DV SHELTER PROVIDER, and programs serving families contributed to a more ACCURATE COUNT OF HOUSEHOLDS WITH CHILDREN. Advance communication with community stakeholders/churches/neighborhood groups to identify where chronically homeless individuals and families are most likely to be found – including on private property and in remote urban areas - helped to ensure a COMPLETE COUNT of CHRONICALLY HOMELESS PERSONS/FAMILIES despite ongoing rains and flooding during week leading up to count. CoC’s VETERAN BY-NAME LIST WORKING GROUP in advance helped identify where unsheltered vets were staying, publicized the count, and sent peer outreach along with teams to ensure effective outreach to this population.

3A. Continuum of Care (CoC) System Performance

Instructions

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

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

1. DECREASE: Metric 5.1 showed 103 FEWER people experiencing homelessness for first time; 5.2 showed 59 FEWER. 2. CoC collaborates with general assistance/mainstream benefits/service and housing providers to ID risk factors and individuals at risk. Uses data analysis, factfinding, PIT/HMIS/VISPDAT, healthcare data to track origins of homelessness and where individuals lived before becoming homeless. 3. STRATEGIES: CoC coordinates with hospitals/healthcare, schools, family/youth centers, churches, others to ID/connect those at risk of homelessness to prevention resources: emergency funds/legal assistance/credit repair/discharge planning/housing alternatives. New funding/providers (Whole Person Care/ESG/Abode Services) coordinate systemwide outreach/prevention services. 4. In 2016 Napa HHS (also CoC Collab Applicant) hired its first HOMELESS SERVICES COORDINATOR, oversees local response to reduce numbers of new homeless, including HMIS, CE, contracts from state, federal, private sources.

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

1. LOT HOMELESS stable with small under 3% increase of 21 days (from 56 to 77 in ES) and 29 days (from 71 to 100 in ES, TH). 2. CoC launched 2016 RRH Challenge to quickly house inds/families, TRIPLING NUMBERS PLACED IN RRH. In July 2017, new shelter operator/housing navigator w strong track

record under contract in CoC to better rapidly house families/inds, and will deploy addl PSH and RRH units to quickly house most vulnerable in extremely tight housing market. Addl outreach/case mgt funds from state will supplement CoC efforts to house quickly. All CoC/ESG providers evaluated on reducing LOTH and participate in CE to place clients by vulnerability and LOTH. Fall 2016, shelter operators lowered barriers to serve more CH, higher need inds and move to housing more quickly. 3. All housing providers now use CE, HMIS data, byname lists, case confs to ID inds with longest LOTH and house according to need/LOTH. 4. New Homeless Services Coordinator monitors success in reducing LOTH.

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

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

7a1: 100 MORE people in FY16 exited from SO to PH, WITH 87% SUCCESS; 7b1: 19 fewer people exited to PH from ES/TH/RRH in FY16, WITH 5% INCREASE in successful placement; 7b2: 6 more people retained/exited to PSH in FY16, which was a 96% success. 2-3. Major barrier has been absence of affordable/available housing units/landlords (LL). STRATEGIES: In July 2017, addl PSH/RRH resources added/pooled with new, experienced housing navigation/case management provider Abode Services, with LL engagement staff to help rapidly house families/inds. CoC creating a LL incentive pool with funds to help attract LLs/retain housing. Providers will use HMIS to monitor/coordinate with addl outreach/case mgt funds to help ensure appropriate placement and increase retention through case mgt/provision of services. 4. HHS's new Homeless Services Coordinator oversees Abode Services' DIRECTOR OF HOUSING SERVICES, and will collaborate with CoC landlord engagement group Napa RENTS to increase units.

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

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

1. Out of small universe of 63 exits to PH, SPM 2 shows 20 returned to homelessness (RTH) in 2 years. 2. IMPLEMENTED INTENSIVE DATA QUALITY REVIEW of HMIS data sources from prior years; identification of/ outreach to providers with highest return rates (SO/ES) in order to ensure data quality/prevention efforts in place. Review of provider data shows where/when inds/families are exiting, using data for prevention strategies. Case mgrs follow up on clients' last-known contact, engage in outreach to ID barriers to retention. 3. CoC is implementing addl case mgt/prevention programs to ensure

families/inds receive sufficient case mgt, and are placed into housing with appropriate/effective supports (lifeskills, employment, benefits, emergency funds) to improve stability. Systemwide housing first approach/ongoing case mgt will reduce program termination/barriers. 4.HHS's Homeless Services Coordinator oversees strategy for reducing RTH/ensuring systemwide resources for housing retention.

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

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

CoC INCREASED PERCENTAGE OF ADULTS WHO INCREASED INCOME BY 3%. STRATEGIES include linking clients to mainstream agencies, such as Workforce Investment Board (WIB), CA Dept of Industrial Rehabilitation(DIR), Napa Career Center, Napa Valley College, Napa Valley Adult School, providing assistance to bridge gaps, e.g. transportation, individ. support, vocational rehab, assistive tech, training. 2.CoC uses Whole Person Care (WPC)/local healthcare/other funding to provide SOAR, VA, mainstream benefits to providers/clients. 3.WPC to coordinate healthcare/other benefits to homeless inds/CoC programs and monitor success. CoC-funded programs required to work with mainstream employment/benefits agencies; 100% of CoC programs work with WIB/DIR, and have coordinated meetings to address needs around workforce development. 4.Homeless Services Coordinator oversees HMIS, CE, WPC, will work with Economic Self Sufficiency Committee of CoC to ensure implementation of strategy/measurement of success.

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

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

The CoC conducted a known location count (supported by service site count/ongoing identification/mapping by outreach/PD and HMIS)

and focused its street outreach resources on areas reported as having unsheltered persons in the past year as well as in the 2016 unsheltered count. Street outreach teams, including law enforcement from the City of Napa as well as surrounding communities, used resources to count in areas that have had reports or sightings of homeless persons in recent years or were identified during intensive pre-count community outreach and mapping. Team worked with neighborhood groups, peer groups (youth, vets, current/formerly homeless), churches, merchants to ensure no areas with potential for homeless people might be missed, including residential sites. Because much of Napa County is remote, rural and/or affluent and secured/monitored, the CoC focused its efforts in areas that were accessible to unsheltered individuals.

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

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

Instructions

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

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

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homelessness persons identified on the HIC.	39	38	-1

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

Total number of beds dedicated as Dedicated Plus	0
Total number of beds dedicated to individuals and families experiencing chronic homelessness	40
Total	40

3B-1.2. Did the CoC adopt the Orders of Priority into their standards for all CoC Program funded PSH projects as described in Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing. Yes

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

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

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

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

1.TIMEFRAME: CoC uses F-VI-SPDAT/CE to identify/prioritize most vulnerable families; CoC written standards mandate families assessed immediately/referred to RRH/ESG providers to house within 30 days of homelessness. STRATEGIES include seeking add'l funds for family RRH, RRH Challenge, add'l case mgt for RRH, housing navigation, landlord mitigation pool, and other services funded through public/private funding. 2.CoC/other funders increasing PH for families to rapidly rehouse every household with children within 30 days of homelessness by 2020. 3.EFFECTIVENESS of STRATEGIES: 2017 PIT showed only 3 additional homeless families/REDUCED UNSHELTERED FAMILIES TO ZERO. RRH Challenge placed >75 inds/families in PH tripling prior year. Increased units (including OES RRH grant for DV families), with more prevention/diversion strategies, will achieve goal of rehousing within 30 days. 4.HHS Homeless Services Coordinator and Abode’s DIRECTOR OF HOUSING SERVICES are responsible for implementation.

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

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH units dedicated for use by chronically homelessness persons identified on the HIC.	6	13	7

3B-2.4. Describe the actions the CoC is taking to ensure emergency shelters, transitional housing, and permanent supportive housing (PSH and RRH) providers within the CoC adhere to anti-discrimination policies by not denying admission to, or separating any family members from other members of their family or caregivers based on age, sex, gender, LGBT status, marital status or disability when entering a shelter or Housing. (limit 1000 characters)

CoC policies and procedures prohibit involuntary family separation for all project types (ES/TH/PH); CoC shelters conduct staff training on preventing involuntary separation and equal access to all in accordance with self-reported gender,

age, marital status or disability, and case managers monitor and take steps to prevent possibility of separation. When transgender/LGBTQ individuals present at shelter/programs, case managers consult with local LGBTQ organization liaison to ensure culturally competent, trauma-informed, nondiscriminatory case management/access to and provision of services; CoC provide equal access/nondiscrimination training to all housing/services providers; programs serving seniors/disabled are active participants in CoC continuum of care/services and work with housing/shelter providers to ensure best practices in providing services/maintaining family unity. Policies identify means of filing complaints should possibility of separation occur.

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

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

3B-2.6. From the list below, select each of the following the CoC has a strategy for prioritization of unaccompanied youth based on need.

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

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

- 1.CoC conducted outreach with youth services providers/orgs & independent funders to coordinate/ expand existing housing/services for youth/TAY. CoC collaborated closely with youth providers in mental health, education, outreach.
- 2.In 2017, numbers of youth heads of households (29) were nearly identical to

those identified in 2016 PIT (28) despite better outreach, indicating effectiveness in serving this population. CoC uses HMIS/PIT data to indicate extent of need/effectiveness of strategies, and coordinates case mgt around individual needs. 3.Current measures include numbers of TAY on HMIS/CE list (50)/severity of needs through VI SPDAT; what services accessed; shelter/youth provider/LEA meeting regularly to discuss high-needs inds. 4. Napa has extremely small homeless/at-risk population of youth (less than 9% of homeless ID'd on PIT) and identification/outreach/discussion of individuals and their needs has proven more effective (like vets byname list) than static data measures.

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

1.CoC IDENTIFIES homeless youth/families & assures housing/educational services through WEEKLY CASE PLANNING MEETINGS where CoC providers & LEAs/SEAs/schools/educators/child welfare coordinate services. LEA/SEAs come to CoC meeting at least twice per year to report; other collaborations include youth outreach and other providers who serve pregnant youth/parents, youth with mental health diagnoses, at-risk and LGBTQ youth, provide outreach and links to education. 2.HHS/CoC has MOU with Childstart (HEADSTART); CoC Victims Services org has MOU with childcare org; youth services provider colocated with school, child welfare, health, CoC services to ensure availability. CoC WRITTEN STANDARDS require all CoC/ESG programs to coordinate with LEAs/schools. 3.PROCEDURES. Program policies mandate assessment of education needs & provide/link to services. ALL PROVIDERS TRAINED on education services & required to inform families/youth of educational rights, through fliers, LEA/SEA collaboration.

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

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	Yes	
Head Start	Yes	
Early Head Start	Yes	
Child Care and Development Fund		
Federal Home Visiting Program		
Healthy Start		
Public Pre-K		
Birth to 3		
Tribal Home Visting Program		
Other: (limit 50 characters)		
First 5; therapeutic childcare center		Yes

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

Numbers of vets on 2017 DECREASED as a result of CoC veterans byname list/working group. CoC, VA, North Bay Vets Resource Center (SSVF provider), mainstream, and other groups meet at least monthly & share data/resources. Vets assessed using VI-SPDAT, and eligibility is cross-checked with VA. In order to ensure and expedite eligibility/documentation, CoC engages County vets liaison staff, VA, hospitals, street outreach workers to conduct outreach events & provide onsite access to mainstream and vets services, medical care, benefits, housing, and complete applications for benefits onsite. If needed, CoC provides rides to Santa Rosa VA for further appointments. Vets are eligible for small number of HUD-VASH vouchers ported to Napa, and for other CoC- and ESG-funded housing. 13 have been housed; actively seeking housing for 15; working with addl inds to gather eligibility/docs/ID needs. The CoC is working to ensure additional VASH vouchers, access to Veterans Home, and SSVF/GPD funds.

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

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

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

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

Instructions:

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

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

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

4A-1a. Mainstream Benefits

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

1. CoC received state Whole Person Care funds to enhance outreach and multidisciplinary teams that will provide staff to connect CoC clients with mainstream employment and benefits and enhance existing SOAR program currently funded through local hospital. Local clinics provide onsite shelter medical care and ACA signup; vets byname list holds events to ensure access to VA benefits; works with nonprofits for Homeless Connect events that offer assistance. 2. 100% of CoC projects provide assistance to obtain mainstream benefits, and receive SOAR training, access to SOAR rep that visits shelters/programs to facilitate signup for benefits; County is CoC Collab Applicant and systematically provides updated info about benefits to programs/participants. 3. HHS's new Homeless Services Coordinator oversees WPC, and CoC Coordination, and will work with supervisor of SOAR program

and the Economic Self Sufficiency Committee of CoC to address this performance measure.

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

Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO project applications in the FY 2017 competition (new and renewal)	6.00
Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2017 competition.	6.00
Percentage of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications in the FY 2017 competition that will be designated as "low barrier"	100.00%

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

Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH project applications in the FY 2017 competition (new and renewal).	6.00
Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications that selected Housing First in the FY 2017 competition.	6.00
Percentage of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications in the FY 2017 competition that will be designated as Housing First.	100.00%

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

1.CoC covers 100% of geographic area through countywide outreach services/collaboration among service providers, resources. 2.CoC funds Napa PD street outreach, work with shelters/dropins/case mgrs., vets committee, and are in community DAILY, esp areas where hard-to-serve inds stay. Outreach maintains contact w inds/link to service/housing providers. Addl street outreach in fall 2017 funded by state Whole Person Care, provides link from outreach to healthcare, housing, case mgt for most vulnerable inds and directly links to housing navigation/benefits. 3. Outreach provides services in Spanish, transportation/access to culturally competent services (targeted to DV, immigrants, youth) w/ access to language line w/ oncall interpretation/TTY & to case mgrs with experience communicating with inds w cognitive/behavioral health/other impairments,& to access transportation for subpops like youth, seniors, chronically homeless, individuals with disabilities.

**4A-5. Affirmative Outreach
 Specific strategies the CoC has implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive**

services to eligible persons regardless of race, color, national origin, religion, sex, gender identify, sexual orientation, age, familial status, or disability; who are least likely to apply in the absence of special outreach.

Describe: (1) the specific strategies that have been implemented that affirmatively further fair housing as detailed in 24 CFR 578.93(c); and (2) what measures have been taken to provide effective communication to persons with disabilities and those with limited English proficiency. (limit 1000 characters)

CoC/program policies mandate affirmatively furthering fair housing, providing access to all eligible persons. Access points/providers comply with law and nondiscrimination best practices. ED of Fair Housing Napa is on CoC Bd; all CE access points display signs informing participants of right/method to file nondiscrimination complaint under state/fed law. CE/programs market housing/services to all, including least likely to apply, through fliers, community announcements/newspapers/social media targeted at homeless community, county social services email networks, homeless and vet connect events that provide services/outreach/incentives. CoC access points near sites accessible by public transport and/or provide transportation, programs have access to interpretation through language line, audio, ASL, large-format print, outreach and other social service workers with exp communicating with those with disabilities and across cultural/ linguistic and other barriers.

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

	2016	2017	Difference
RRH beds available to serve all populations in the HIC	28	50	22

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

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

4B. Attachments

Instructions:

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

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

Attachment Details

Document Description: Rejection-Reduction

Attachment Details

Document Description: Public Posting Project Selections, Ranking and CoC Application

Attachment Details

Document Description: CoC Rating and Review Procedure

Attachment Details

Document Description: Public Posting Project Selections, Ranking, and CoC Application

Attachment Details

Document Description: CoC Process for Reallocation

Attachment Details

Document Description: Governance Charter

Attachment Details

Document Description: HMIS Policy and Procedure Manual

Attachment Details

Document Description:

Attachment Details

Document Description: PHA Administration Plan

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description: FY 2017 CoC Competition Report from HDX

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

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

Page	Last Updated
1A. Identification	09/10/2017
1B. Engagement	09/12/2017
1C. Coordination	09/22/2017
1D. Discharge Planning	09/13/2017
1E. Project Review	09/13/2017
1F. Reallocation Supporting Documentation	09/22/2017
2A. HMIS Implementation	09/22/2017
2B. PIT Count	09/13/2017
2C. Sheltered Data - Methods	09/14/2017
3A. System Performance	09/14/2017
3B. Performance and Strategic Planning	09/14/2017

4A. Mainstream Benefits and Additional Policies	09/14/2017
4B. Attachments	09/22/2017
Submission Summary	No Input Required

ATTACHMENT: CoC's Process for Reallocation

- 1) **Note: Napa Continuum of Care did not reallocate any projects in the FY2016-FY2017 application; however, in FY2015 two renewal projects voluntarily reallocated their entire funding and the reallocation process resulted in funding for two new PSH projects for an applicant who had not previously provided PSH. All current HUD-funded projects are high-performing, and are of project types prioritized by HUD: PSH, RRH, or HMIS/Coordinated Entry.**
- 2) **Napa has in place a process for reallocating that**
 - a. **Provides a 5-point incentive in scoring for reallocating projects;**
 - b. **Is communicated throughout the CoC's geographic area; and**
 - c. **Encourages new and existing providers to apply for new projects**

See attached:

1. Napa CoC Local Process – Section IV. of the Napa CoC Governance Charter	2
a. Reallocation process	3
2. Reallocation Bonus: Napa New Project Scoring Tool provides 5 points (not available to other new/renewal projects) for projects that voluntarily reallocate a renewal project, providing 105 available points vs. 100 maximum for non-reallocating projects	8
3. 7/24/17 Email to listserv announcing NOFA, encouraging new applicants to attend technical assistance workshop and consider applying. (Reallocation information in attached NOFA program summary.)	9
4. 8/2/17 Public posting of NOFA announcement on Napa CoC website. (Reallocation information in attached NOFA program summary.)	12
5. 7/27/17 Email to potential applicants/existing projects with CoC Process for Application, including Reallocation Process	13
6. Public posting of NOFA/ solicitation of new project applicants /attendance at TA Workshop, NOFA Program Summary – posted on Napa County website 8/2/17	13
a. NOFA Program Summary – sent to all providers and potential applicants; posted on website 8/2/17; discussed at CoC meeting 8/3/17	15
i. Eligible new projects	19
ii. Eligible reallocation projects	20

OVERVIEW OF THE PROJECT REVIEW PROCESS / NOFA SUBMISSION TIMELINE

Immediately after HUD's Continuum of Care Program Notice of Funding Availability (NOFA) is released, the Collaborative Applicant (or its designee) will coordinate and carry out all of activities needed to successfully submit an application on behalf of the Napa CoC. The following is an overview of the timeline of tasks for NOFA submission (outlined in the Napa CoC Governance Charter). The timeline is subject to change annually, depending on HUD/NOFA requirements.

- Prior to the NOFA release, the Collaborative Applicant will design scoring tools and any corresponding local application materials to assist in the review and ranking of all renewal and new project applicants. These materials will take into consideration both local and HUD priorities.
- The scoring tools will be finalized and presented to the CoC Board (CoCB) for review and approval.
- Upon publication of the NOFA, the Collaborative Applicant will schedule and announce a time and date for a Technical Assistance Workshop. These details will be distributed to the entire CoC.
- All applicants/potential applicants participate in the NOFA Technical Assistance Workshop. At the workshop, the Collaborative Applicant will present an overview of the HUD CoC NOFA, including details about available funding and any major changes in the application from previous years. Applicants will also be oriented to the process for reviewing and ranking applications, which will cover any supplemental local application materials and the scoring tool and applicable dates. Applicants will also have a chance to ask any questions about both the local and HUD application processes.
- Applicants complete local application materials by a date announced at the Technical Assistance Workshop, typically within four (4) to six (6) weeks of the NOFA release (and generally not less than thirty (30) days prior to the NOFA submission deadline).
 - Any late application received within forty-eight (48) hours of the due date/time will receive a fifteen (15) point score reduction. Late applications received after forty-eight (48) hours will not be accepted.
 - Incomplete applications cannot be cured for the Review and Rank Panel scoring process but must be corrected prior to HUD submission.
- Qualified, non-conflicted Review and Rank Panel members are recruited and oriented to the local review and ranking process. (See below for more detail.)
- The Review and Rank Panel members receive all local application and scoring materials and review and score each program's application.
- The Review and Rank Panel meets to jointly discuss each application, interview applicants, and to comment on ways to improve individual applications. Panel members individually score applications based on the scoring tools. The ranked list is created by the following procedures:
 - One ranked list is prepared based on a compilation of Review and Rank Panel raw scores for each application.
 - Those applications that do not meet certain threshold requirements (as detailed on the scoring tool) will not be included on the ranked list.
 - The highest scoring and eligible new permanent housing project will be selected to apply for any "Permanent Housing Bonus" funding available through the NOFA.
 - In order to promote system performance by preventing returns to homelessness and promoting housing stability and retention, the CoCB has determined that Permanent Supportive Housing projects with a strong track record of performance as demonstrated through their APRs and other data, may be prioritized above any new projects that have not demonstrated their ability to better enhance system performance. Performance requirements for this purpose are projects that 1) meet HUD guidelines for Housing First; 2) maintain an 80% occupancy rate

(unless funded in the last two NOFA funding cycles, in which case occupancy rate may not yet have achieved 80%) and 3) participate in Homeless Management Information System.

- In order to promote system performance by promoting housing stability and retention and enabling newly funded PSH projects to quickly house and retain individuals in housing, the CoCB has determined that newly funded projects (those funded in the last two NOFA funding cycles) will be scored as renewal PSH projects and eligible to be prioritized above new projects as outlined above; and in the outcome measures of Section 2 of the Renewal Scoring Tool, points will be awarded based on pro-rated occupancy and capacity measures.
- The Review and Rank Panel determines if any renewal project should be considered or a decrease in funding due to substandard performance. Any funding captured from an existing project will be made available for reallocation to a new project that meets the requirements in the NOFA application.
- Scoring results are sent to applicants with a reminder of the appeals process at least 15 days before CoC Application deadline. (See below for more details on the appeals process.) In addition, projects are given feedback from the Review and Rank Panel on the quality of their application and ways they can improve their final submission to HUD.
- Appeals, if any, are considered.
- A final ranked project list is submitted to the CoCB for review and approval.
- The Collaborative Applicant collects all final Project Applications and submits them to HUD, along with the CoC Application, as part of the CoC's Consolidated Application.

REVIEW AND RANK PANEL MEMBERSHIP

The Collaborative Applicant recruits between three (3) and five (5) Review and Rank Panel members who are:

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

To serve on the Review and Rank Panel, members must:

- Sign a statement declaring that they have no conflict of interest and a confidentiality agreement; and
- Be able to dedicate time for application review and Review and Rank Panel meetings as scheduled by the Collaborative Applicant.

REALLOCATION OF PROJECT FUNDS

HUD allows CoCs to reallocate funds from non- and/or under-performing projects to higher priority community needs that also align with HUD priorities and goals. The Review and Rank Panel facilitates the reallocation discussion and process, in consultation with the CoC and CoCB. All final decisions about reallocation must be approved by the CoCB.

USING ALL AVAILABLE FUNDS

The Napa CoC will do everything possible to ensure it applies for all funds available to the community. Thus, if all on-time applications have been submitted and it appears that either: 1) the community is not requesting as

much money as is available from HUD, 2) no Permanent Housing Bonus (or other special project as defined by HUD) projects have been submitted, or 3) there are reallocated funds available, then:

- The Collaborative Applicant will email the CoCB and other interested parties (all homeless service and housing providers in the CoC area) with specifics regarding how much money is available and or which type of programs.
- The Collaborative Applicant will provide technical assistance and guidance, as needed, to ensure applicants understand the funding requirements.

Any additional applications for these funds will be due as soon as possible after this email is distributed, as determined by NOFA submission deadline.

Napa County Continuum of Care
2017 Continuum of Care Program Grants
NEW PROJECT SCORING FACTORS
2017 Rank & Review Approved 8.16.17

I. Overview

Threshold Requirements

All new projects will be reviewed for compliance with the eligibility requirements of the CoC Interim Rule and Subsequent Notices, and must meet the threshold requirements outlined in the 2017 Notice of Funding Availability.

Scoring Factors

Factor	Possible	Points Earned
1. Project's Work is Consistent with HUD Priorities	20	
2. Project Design and Readiness	30	
3. Agency Capacity	40	
4. Budget	10	
TOTAL	100	
Reallocation Bonus*	5	
*Note: Reallocation Bonus available for projects that voluntarily reallocate a renewal project		

II. Detailed Breakdown by Factor

1. Project's Work is Consistent with HUD Priorities and Contributes to Improving System Performance (20 points possible)

Factor	Possible Points	Total Points
1.A. HUD Priorities Coordinated entry = 20 points Permanent supportive housing = 20 points Rapid Re-housing = 10 points HMIS = 5 points	20	

2. Project Design and Readiness (30 points possible)

Consider the overall design of the project in light of its outcome objectives, and the Continuum of Care's goals that permanent housing programs for homeless people result in stable housing and increased income (through benefits or employment).

Threshold Criteria: The project must be ready to start by HUD's statutory deadlines.

Factor	Possible Points	Total Points

<p>2.A. Program Design</p> <p>For PSH; RRH; Joint TH and PH-RRH: Housing where participants will reside is fully described and appropriate to the program design proposed. Program design includes provision of appropriate supportive services.</p> <ul style="list-style-type: none"> • Will the type of housing, number, and configuration of units fit the needs of program participants? • Will the type of supportive services offered ensure successful retention or help participants obtain permanent housing? • Is there a plan in place that will help participants obtain mainstream health, social, and employment income and benefits? • Will participants be assisted with obtaining and remaining in permanent housing? • Does the project adhere to a housing first model? • Does the program design include the use of innovative or evidence-based practices? • Is the project staffed appropriately to operate the housing/services? • Are staff trained to meet the needs of the population to be served? • Does the program include involvement of clientele in designing and operating the program? • Does the method of service delivery described include culture-specific/sensitive elements? • Will the program be physically accessible to persons with disabilities? <p>For Coordinated Entry: Program design is in alignment with coordinated entry system design envisioned by CoC.</p> <ul style="list-style-type: none"> • Is the system easily accessible for all persons within the CoC’s geographic area who are seeking information regarding homelessness assistance? • Is there a strategy for advertising the program that is designed specifically to reach homeless persons with the highest barriers within the CoC’s geographic area? • Is there a standardized assessment process? • Does the program ensure that program participants are directed to appropriate housing and services that fit their needs? <p>For HMIS: Program design is in alignment with CoC’s data needs.</p> <ul style="list-style-type: none"> • Will the funds be expended in a way that is consistent with the CoC’s funding strategy and HMIS implementation? • Will the HMIS project collect all required elements according to the HMIS Data Standards? • Will the HMIS project un-duplicate client records? • Will the project produce all HUD-required reports and 	<p>20</p>	
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<p>provide the data needed for HUD reporting?</p> <ul style="list-style-type: none"> • Will the project conduct trainings and otherwise prepare projects for the new HUD Data Standards? • Will the project provide data in a form that can be analyzed to assist the CoC in assessing homeless needs, allocating resources, and coordinating services? <p>For Expansion Projects:</p> <ul style="list-style-type: none"> • Is the part of the project being expanded clearly articulated? • Does the applicant demonstrate that it is not replacing other funding sources? 		
<p>2.B. Services Partnership or Capacity</p> <p>There is a committed relationship with (a) service provider(s) with a signed letter of commitment or MOU; if agency is providing services itself, they have shown they have the funds to do that.</p>	5	
<p>2.C. Program Outcomes</p> <p>Program outcomes are realistic but sufficiently challenging given the scale of the project.</p> <p>Outcomes are measurable and appropriate to the population being served.</p>	5	

3. Agency Capacity

(40 points possible)

Factor	Possible Points	Total Points
<p>3.A. Agency Capacity</p> <ul style="list-style-type: none"> • Does the agency have the expertise, staff, procedural, and administrative structure needed to meet all grant audit, administrative, and reporting requirements? • Does the agency draw down grant funds regularly throughout the grant year? • Does the agency have any outstanding HUD findings and/or financial audit findings? • Has HUD deobligated any of the agency's grant funds in the past three operating years? • Does the application packet that was submitted reflect an agency with capacity that is sufficient to carry out the HUD administrative requirements? 	20	
<p>3.B. HMIS Participation</p> <p>Is the agency/program actively participating in the HMIS, or furthering the goals of the system by providing information or infrastructure?</p> <ul style="list-style-type: none"> • Consider: the percentage of the program's clients who have data entered into HMIS; HMIS Data Completeness Report Card <p>Note: Domestic Violence programs do not participate in HMIS.</p>	5	

3.C. CoC Participation Does the agency and/or project sponsor participate in the CoC and Continuum of Care-related committee meetings?	5	
3.D. Quality Assurance Does the agency maintain policies, procedures, and actions to ensure continuous quality improvement? <ul style="list-style-type: none"> • Is the agency implementing evidence-based practices and approaches, including Housing First and Coordinated Entry? • Does the agency train its staff to ensure high quality of care? • Does the agency assess quality of service and consumer satisfaction through surveys, focus groups, etc.? • Does the agency monitor program performance using data? 	10	

4. Budget

(10 points possible)

Factor	Possible Points	Total Points
4.A. Budget Do the proposed budget and match reflect sufficient resources to accomplish project goals in a cost-effective manner?	10	

5. Reallocation Bonus

(5 points possible)

Factor	Possible Points	Total Points
5.A. Reallocation Did the Agency voluntarily reallocate a renewal project? <ul style="list-style-type: none"> • How much funding was reallocated? • What was the project type? 	5	

----- Forwarded message -----

From: **Freitas, Brandee** <Brandee.Freitas@countyofnapa.org>
Date: Mon, Jul 24, 2017 at 8:42 AM
Subject: [Napa CoC] 2017 CoC Notice of Funding Opportunity
To: "napa-coc@googlegroups.com" <napa-coc@googlegroups.com>

Dear Napa CoC,

The U.S. Department of Housing and Urban Development (HUD) released the FY 2017 Continuum of Care Program Competition Notice of Funding (NOFA) on July 14, 2017. Communities must submit the final consolidated application by September 28.

The NOFA is posted on HUD's website at <https://www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Competition-NOFA.pdf>. A copy is attached. Also attached is a summary of the 2017 NOFA. We will be discussing this opportunity at the August 3, 2017 meeting of the CoC. All are welcome and encouraged to attend.

Technical Assistance Workshop:

On **July 28, 2017** the CoC will be hosting a mandatory **Technical Assistance Workshop** for all renewal and potential applicants for the 2017 CoC funding. We encourage agencies that do not currently receive CoC Program funds, as well as current recipients, to attend and consider applying for these funds. **This meeting will take place online on Friday, July 28, 2017 at 10 a.m. It is highly recommended that participants access the webinar at the below link via your computer, but if you are unable to access a computer you may dial in.**

Meeting information:

July 28, 2017, 10 a.m. to noon

You may join from this link:

<https://homebaseccc.zoom.us/j/173474213>

Dial: [+1 646 558 8656](tel:+16465588656)

Meeting ID: 173 474 213

Please RSVP at napa@homebaseccc.org to confirm participation and discuss computer setup requirements for this online meeting. If you are not able to send a representative, please contact napa@homebaseccc.org to discuss training needs.

Thank you,

Brandee Freitas

Staff Services Analyst – Homeless Services

Napa County Health and Human Services Agency - Operations

2751 Napa Valley Corporate Drive - Building B

Napa, CA 94558

P:[\(707\) 299-2105](tel:(707)299-2105)

F:[\(707\) 299-4193](tel:(707)299-4193)

Brandee.Freitas@countyofnapa.org

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If you have any questions, please email napa@homebaseccc.org.

You received this message because you are subscribed to the Google Groups "Napa County Continuum of Care" group. To unsubscribe from this group and stop receiving emails from it, send an email to Napa-CoC+unsubscribe@googlegroups.com.

For more options, visit <https://groups.google.com/d/optout>.

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HomeBase

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www.homebaseccc.org

Legal and Technical Assistance | *Advancing Solutions to Homelessness*
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2 attachments



Napa NOFA Summary 2017.pdf
147K



FY-2017-CoC-Program-Competition-NOFA.pdf
1044K

CoC Funding Notices

[Napa NOFA Summary 2017](#)

[FY 2017 CoC Program Competition NOFA](#)

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TA Workshop - 2017 Napa CoC NOFA Competition

11 messages

Ali Rabe <ali@homebaseccc.org>

Thu, Jul 27, 2017 at 5:10 PM

To: "Bezaire, Nui" <Nui.Bezaire@countyofnapa.org>, "Freitas, Brandee" <Brandee.Freitas@countyofnapa.org>, "Clark, Andrea" <aclark@cityofnapa.org>, Julian Leiserson <jleiserson@abodeservices.org>, Karen Erickson <kerickson@abodeservices.org>, Kathy Sparrow <KathyS@buckelew.org>

Cc: "HomeBase Team (napa@homebaseccc.org)" <napa@homebaseccc.org>

Dear Napa CoC,

We are looking forward to the Technical Assistance Workshop for all parties interested in applying for Continuum of Care (CoC) funding on Friday, July 28 at 10 a.m. via webinar. New applicants are encouraged to attend.

From your computer, you may join from this link: <https://homebaseccc.zoom.us/j/173474213>.

If you will not have access to a computer during the meeting time, you may dial-in: [+1 646 558 8656](tel:+16465588656), meeting ID: 173 474 213.

We are attaching a set of materials which will be covered during the webinar:

1. TA Workshop Agenda
2. List of FY17 Renewal Applicants
3. Program Timeline & Local Process
4. NOFA Technical Assistance Handbook
5. Materials Checklist for Rank & Review, e-snaps
6. Supplemental Application to be completed by new projects
7. NOFA Summary
8. Process for Completing Renewal Project Application Screens
9. Renewal Project Scoring Tool
10. New Project Scoring Tool
11. HMIS & CE Scoring Tool

You may also access the materials [at this link](#). Please email napa@homebaseccc.org with any questions or call Ali Rabe at [415.788.7961 ext. 335](tel:415.788.7961).

Best,
Ali & Jean

--



Ali Rabe | Staff Attorney
870 Market Street | Suite 1228 | San Francisco CA 94102
ph [415.788.7961 ext. 335](tel:415.788.7961) | fax [415.788.7965](tel:415.788.7965)
www.homebaseccc.org

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11 attachments

 **01. Technical Assistance Workshop Agenda.pdf**
41K

 **02. List of FY17 Renewal Applicants - Napa (from FY17 GIW).pdf**
21K

-  **03. Program Timeline & Local Process FY17 - Napa CoC.pdf**
82K
-  **04. TA Handbook - Napa CoC - 2017.07.27 Final.pdf**
1081K
-  **05. Materials Checklist - FY17 Napa CoC Program Competition.pdf**
33K
-  **06. Supplemental Application - New Projects - Napa CoC_FINAL 7.27.17.docx**
61K
-  **07. NOFA Summary FY17 - Napa CoC.pdf**
147K
-  **08. Process for Completing FY17 Renewal Project Application Screens.pdf**
155K
-  **09. Renewal Project Scoring Tool - Napa CoC R&R draft 7.20.17.pdf**
85K
-  **10. Napa CoC New Project Scoring Tool 2017 R&R draft 7.20.17.pdf**
88K
-  **11. HMIS & CE PROJECT SCORING TOOL Rank& Review 2017 - approved 5.4.17.pdf**
60K

SUMMARY OF THE 2017 CONTINUUM OF CARE NOTICE OF FUNDING AVAILABILITY

The Department of Housing and Urban Development (HUD) released the 2017 Continuum of Care (CoC) Notice of Funding Availability (NOFA) on July 14, 2017. This summary includes highlights from the 2017 CoC NOFA, the HUD email announcement announcing its release, and a Change Log that HUD published the same day. HUD will continue to release additional information through eSNAPS, the Detailed Instructions, and other tools until the deadline of September 28, 2017. In order to ensure access to the most current and complete information, community members and potential applicants should ensure they are receiving updates from HUD and from the Napa Continuum of Care. New members of the Napa CoC community and eligible new projects are welcome to participate and apply for funds.

BACKGROUND

The CoC Program (24 CFR part 578) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, states, and local governments to quickly re-house homeless individuals, families, persons fleeing domestic violence, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among those experiencing homelessness.

Each year the U.S. Department of Housing and Urban Development (HUD) releases a Notice of Funding Availability (NOFA), signifying the beginning of a funding competition among approximately 450 Continuums of Care (CoCs), the community stakeholder groups that guide local responses to homelessness. The 2017 CoC NOFA was released on July 14, 2017, opening the competition and making available **approximately \$2 billion** to serve homeless people nationally. The information in the NOFA sets forth the competition rules and processes for 2017. This summary includes the highlights of the NOFA; additional guidance will be shared as it is made available.

Before the application is submitted to HUD, the CoC is required to hold a local competition to determine which projects will be included in the consolidated application, along with their relative community priority. The results of the local competition the projects for which the CoC will seek funding. Additional information about project application requirements and standards will be available at the upcoming Technical Assistance (TA) Workshop. Additional details about anything in this summary can be found in the NOFA, available at:

<https://www.hudexchange.info/resource/5419/fy-2017-coc-program-nofa/>

KEY THEMES IN THIS YEAR'S NOFA

- As described in more detail below, HUD has created new project types and expanded project eligibility for some project types. These changes should allow communities to have more flexibility in how CoC funding is used.
- HUD also has made some administrative changes that will streamline the application process, especially for renewal projects.

DETAILS

IMPORTANT HUD-REQUIRED DATES

- **Friday, July 14, 2017:** 2017 CoC NOFA release date.
- On or after **Tuesday, July 18, 2017:** eSNAPS will be available; detailed instructions to follow.

- On or before **Tuesday, August 29, 2017** (30 days prior to submission deadline): All project applications are required to be submitted to the CoC.
- On or before **Wednesday, September 13, 2017** (15 days prior to submission deadline): The CoC is required to notify all project applicants who submitted their project applications to the CoC by the CoC-established deadline whether their project application(s) will be accepted and ranked on the CoC Priority Listing, rejected, or reduced by the CoC.
- On or before **Tuesday, September 26, 2017** (2 days prior to submission deadline): CoCs must post on their website (or a partner's website) all parts of the CoC Consolidated Application, including the CoC Application attachments and the completed Priority Listing (but not project applications), and notify community members and key stakeholders that the Consolidated Application is available.
- **Submission Deadline: Thursday, September 28, 2017 at 8:00 PM EDT/6:00 PM CDT/5:00 PM PDT.**
- HUD may issue up to two conditional funding announcements.
- **September 30, 2019:** All conditional funds awarded in this competition must be obligated.
- **September 30, 2024:** Obligated funds must be expended.

AVAILABLE FUNDING FOR OUR COC

HUD determines the maximum award for which each CoC is eligible, determined by a combination of factors. This year, in our CoC, our eligible application amounts are as follows:

- Estimated CoC's Estimated Annual Renewal Demand (ARD): **\$694,644**
 - Estimated Tier 1 (94% of ARD): \$652,965 or
 - Estimated Tier 1 (using an alternate formula outlined in the 2017 NOFA that is the combined amount of Annual Renewal Amount (ARA) for all permanent housing and HMIS renewal projects up to \$1,00,000): **\$675,590**
 - Estimated Tier 2 (remainder of annual renewal demand plus Bonus amount): \$83,358 or **\$60,733** (using alternate formula)
- Estimated Permanent Housing Bonus Amount (6% of ARD): **\$41,679**
- Estimated CoC Planning Amount: **\$20,839** (Planning grants are not ranked again in 2017.)

2017 HUD COC POLICY PRIORITIES

CoCs will be evaluated based on the extent to which they further HUD's policy priorities. The policy priorities listed this year are:

1. **Ending homelessness for all persons.**
 - a. CoCs should identify, engage, and effectively serve all persons experiencing homelessness.
 - b. CoCs should measure their performance based on local data taking into account challenges faced by subpopulations.
 - c. CoCs should have a comprehensive outreach strategy to identify and continuously engage all unsheltered individuals and families.
 - d. CoCs should use local data to determine the characteristics of individuals and families with the highest needs and longest experiences of homelessness to develop housing and supportive services tailored to their needs.
 - e. CoCs should use the reallocation process to create new projects that improve their overall performance and better respond to their needs.
2. **Creating a systemic response to homelessness.**
 - a. CoCs should be using system performance measures such as the average length of homeless episodes, rates of return to homelessness, and rates of exit to permanent housing destinations to determine how effectively they are serving people experiencing homelessness.

- b. CoCs should be using their Coordinated Entry process to promote participant choice, coordinate homeless assistance and mainstream housing and services to ensure people experiencing homelessness receive assistance quickly, and make homelessness assistance open, inclusive, and transparent.
- 3. Strategically allocating and using resources.**
- a. Using cost, performance, and outcome data, CoCs should improve how resources are utilized to end homelessness.
 - b. CoCs should review project quality, performance, and cost effectiveness.
 - c. HUD also encourages CoCs to maximize the use of mainstream and other community-based resources when serving persons experiencing homelessness.
 - d. CoCs should review all projects eligible for renewal in FY 2017 to determine their effectiveness in serving people experiencing homelessness as well as their cost effectiveness.
- 4. Use a Housing First approach.**
- a. CoC Program funded projects should help individuals and families move quickly into permanent housing, and the CoC should measure and help projects reduce the length of time people experience homelessness.
 - b. CoCs should engage landlords and property owners, remove barriers to entry, and adopt client-centered service methods.

APPLICATION STRUCTURE

The CoC Consolidated Application is made up of three parts:

- **CoC Application:** Describes the CoC's plan for ending homelessness, its system-level performance, and addresses the NOFA's selection criteria. This part of the application is scored and will determine the order in which CoCs are funded.
- **Project Applications**
- **CoC Priority Listing:** Ranks all project applications in order of priority

REVIEW AND RANK CHANGES AND REMINDERS

HUD requires CoCs to review and rank projects submitted by project applicants, except CoC planning projects, having them fall into two Tiers based on a financial threshold. All projects must pass HUD's eligibility and threshold requirements to be funded, no matter their priority.

TIER 1

- In 2017, Tier 1 is equal to the greater of the combined amount of Annual Renewal Amount for all permanent housing and HMIS projects eligible for renewal up to \$1,000,000 or 94 percent of the CoC's FY 2017 Annual Renewal Demand.
- Tier 1 projects will be conditionally selected from the highest scoring CoC to the lowest scoring CoC, provided the project applications pass both eligibility and threshold review. In the event insufficient funding is available under this NOFA to award all Tier 1 projects, Tier 1 will be reduced proportionately, which could result in some Tier 1 projects falling into Tier 2. Therefore, CoCs should carefully determine the priority and ranking for all project applications in Tier 1 as well as Tier 2.

TIER 2

- Projects in Tier 2 are less likely to be funded, but HUD’s scoring process to determine which projects in Tier 2 are funded has changed in 2017 and does not include any priority for permanent housing projects, HMIS, or Coordinated Entry projects. Every Tier 2 project will be scored using a 100-point scale based on three factors:
 - *CoC Score*. Up to 50 of 100 points will be awarded in direct proportion to the score received on the CoC Application.
 - *CoC Project Ranking*. Up to 40 of 100 points for the CoC’s ranking of the project application(s). To more evenly distribute funding across CoCs and take into account the CoCs ranking of projects, point values will be assigned directly related to the CoCs ranking of projects. (Additional details are available in the NOFA.)
 - *Commitment to Housing First*. Up to 10 of 100 points for:
 - How a permanent housing project commits to applying the Housing First model or
 - How a transitional housing project, Joint TH and PH-RRH component project, safe haven project, or SSO project that is not for centralized or coordinated assessment demonstrates that it is low-barrier, prioritizes rapid placement and stabilization in permanent housing, and does not have service participation requirements or preconditions to entry (such as sobriety or a minimum income threshold).
 - A HMIS project or SSO project for a centralized or coordinated assessment system will automatically receive 10 points.

IMPORTANT COC STRATEGY REMINDERS

- CoCs cannot receive grants for new projects, other than through reallocation, unless the CoC competitively ranks projects based on how they improve system performance.
- HUD is increasing the share of the CoC score that is based on performance criteria.
- HUD will prioritize funding for CoCs that have demonstrated the ability to reallocate resources to higher-performing projects.

NEW REVIEW AND RANK HUD POLICIES IN 2017

- **RESTRICTIONS ON REALLOCATION:** CoCs may only reallocate eligible renewal projects that have previously been renewed under the CoC Program or projects funded under the Supportive Housing Program (SHP) or Shelter Plus Care (S+C) Program that are eligible for first-time renewal in the FY 2017 CoC Program Competition. **This indicates that CoC projects renewing for the first time cannot be reallocated. More information may be released by HUD.**
- **NEW THIS YEAR, EXPANSION PROJECTS:** HUD will allow project applicants to apply for a new expansion project under the reallocation process or permanent housing bonus in order to **expand existing eligible renewal projects** that will increase the number of units in the project, or allow the recipient to serve additional persons. Project applicants that intend to submit a new reallocation or permanent housing bonus project for the purposes of expanding an eligible renewal project must:
 - provide the eligible renewal grant number that the project applicant requests to expand on the new project application;
 - indicate how the new project application will expand units, beds, services, persons served, or in the case of HMIS projects, how the current HMIS grant activities will be expanded for the CoC’s geographic area; and
 - ensure the funding request for the new expansion project is within the funding parameters allowed under the reallocation process or permanent housing bonus (i.e. not a request for transitional housing).
 If both the new expansion project and the renewal it expands are conditionally selected for funding, **one grant agreement incorporating both project applications will be executed**. If the renewal project application is not conditionally selected for funding, the expansion project application will not be selected.
- **NOTIFICATION OF ALL PROJECTS:** The CoC is required to notify, in writing and outside of e-snaps, **all** project applicants who submitted their project applications to the CoC by the CoC-established deadline whether their

project application(s) **will be accepted and ranked on the CoC Priority Listing, rejected, or reduced** by the CoC. Where a project application is being rejected or reduced, the CoC must indicate the reason(s) for the rejection or reduction.

NEW ELIGIBLE PROJECT TYPES

HUD has created two new eligible project types this year:

- **DedicatedPLUS project** is a permanent supportive housing project where 100 percent of the beds are dedicated to serve individuals with disabilities and families in which one adult or child has a disability, including unaccompanied homeless youth, that at intake are:
 - experiencing chronic homelessness as defined in 24 CFR 578.3;
 - residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project;
 - residing in a place not meant for human habitation, emergency shelter, or safe haven; but the individuals or families experiencing chronic homelessness as defined at 24 CFR 578.3 had been admitted and enrolled in a permanent housing project within the last year and were unable to maintain a housing placement;
 - residing in transitional housing funded by a Joint TH and PH-RRH component project and who were experiencing chronic homelessness as defined at 24 CFR 578.3 prior to entering the project;
 - *residing and has resided in a place not meant for human habitation, a safe haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions;* or
 - *receiving assistance through a Department of Veterans Affairs (VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.*

- **Joint TH and PH-RRH component** projects may be created to better serve homeless individuals and families. The Joint TH and PH-RRH component project includes two existing program components—transitional housing and permanent housing-rapid rehousing—in a single project to serve individuals and families experiencing homelessness.
 - If funded, HUD will limit eligible costs as follows, in addition to other limitations found in the Interim Rule to:
 - capital costs (i.e., new construction, rehabilitation, or acquisition), leasing of a structure or units, and operating costs to provide transitional housing;
 - short- or medium-term tenant-based rental assistance on behalf of program participants to pay for the rapid rehousing portion of the project;
 - supportive services;
 - HMIS; and
 - project administrative costs.
 - When a program participant is enrolled in a Joint TH and PH-RRH component project, the recipient or subrecipient must be able to provide both components, including the units supported by the transitional housing component and the tenant-based rental assistance and services provided through the PH-RRH component, to all participants.
 - A program participant may choose to receive only the transitional housing unit or the assistance provided through the PH-RRH component, but the recipient or subrecipient must make both types of assistance available.

ELIGIBLE NEW PROJECTS

PERMANENT HOUSING BONUS

The Permanent Housing Bonus, equal to 6% of the Annual Renewal Demand, is available to all CoCs to apply for funding to create one or more new:

1. DedicatedPLUS projects (**NEW THIS YEAR**)
2. Permanent supportive housing projects where 100 percent of the beds are dedicated to chronically homeless individuals and families
3. Rapid rehousing projects that will serve homeless individuals and families, including unaccompanied youth, who are (**D, E, and F are NEW THIS YEAR**):
 - (a) residing in a place not meant for human habitation;
 - (b) residing in an emergency shelter
 - (c) persons meeting the criteria of paragraph (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence situations
 - (d) residing in a transitional housing project that was eliminated in the FY 2017 CoC Program Competition
 - (e) residing in transitional housing funded by a Joint TH and PH-RRH component project; or
 - (f) receiving services through a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.
4. Joint TH and PH-RRH component projects, which will include transitional housing and permanent housing-rapid rehousing in a single project to serve individuals and families experiencing homelessness, including victims of domestic violence (**NEW THIS YEAR**).

ELIGIBLE REALLOCATION PROJECTS

The following types of **new projects** may be created using funds that the CoC has made available through reallocation:

1. Any of those eligible for the Permanent Housing Bonus
2. Dedicated Homeless Management Information System (HMIS) project (can only be carried out by the HMIS Lead)
3. Supportive services only project to develop or operate a new centralized or coordinated assessment system.

IMPORTANT POINTS FOR RENEWAL PROJECTS

- Renewal project applicants (for grants that have renewed at least once) may submit their renewal project applications with no changes on select screens. More information is forthcoming. This change should speed application processes for applicants and review by HUD staff.
- A renewal project that is permanent supportive housing 100% dedicated to chronically homeless people may **either become a DedicatedPLUS project or may continue to dedicate 100 percent** of its beds to chronically homeless individuals and families. If a renewal project that has 100 percent of its beds dedicated to chronically homeless individuals and families elects to become a DedicatedPLUS project, the project will be required to adhere to all fair housing requirements at 24 CFR 578.93.
- A renewal project that is rapid rehousing is not required to continue to serve only those participants who were in a rapid rehousing category when the project was initially funded. Therefore, if a renewing rapid rehousing project was originally funded to serve only families with children, that project, through the FY 2017 project application, may indicate it will also serve individuals if it so chooses.

IMPORTANT POINTS FOR ALL PROJECT APPLICANTS

- **DUNS/SAM Registration:** All project applicants must have a DUNS number and an active SAM registration.
- **Required Reading:** Project applicants should read the CoC NOFA, CoC Program Interim Rule, and the General NOFA.
- **No leverage:** No leverage again this year!
- **Easier Form Completion:** Most of the mandatory attachments in the Applicant Profile (e.g. HUD-2880, SF-LLL, HUD-50070) have been moved to *e-snaps* as fillable forms that only require a checkbox certification with the project applicant's authorized representative information. More information will be forthcoming.

- **New Lobbying Form:** Federal agencies require the submission of a signed Certification Regarding Lobbying to ensure applicants acknowledge the requirements in Section 319 of Public Law 101-121, 31 U.S.C. 1352, (the Byrd Amendment) and 24 CFR part 87 before receiving a federal award. These statutes and regulation prohibit the use of federal award funds for lobbying the executive or legislative branches of the Federal government in connection with a specific award. This requirement is different and separate from the requirement for applicants to report lobbying activities using the SF-LLL form. The SF-LLL form must still be submitted by applicants that lobby or intend to lobby using non-federal funds. The only applicants excepted from submitting the Certification Regarding Lobbying form are federally-recognized Indian tribes because of each tribe's sovereign power. This form has also been hard-coded in e-snaps for project applicants and will need to be completed and certified in e-snaps before you have access to the actual project application.
- **Codes of Conduct:** All applicants must have a current HUD-approved Code of Conduct. Most organizations' Codes of Conduct were removed from HUD's website in early 2017, as they did not meet the requirements of 24 CFR part 200, and the organizations were notified by another HUD office that a new Code of Conduct must be submitted. Be sure to review the [Code of Conduct for HUD Grant Programs](#) page on HUD's website to ensure your organization is listed which means you have submitted an approved Code of Conduct. If you do not see your organization on the list, be sure to attach a current and complete Code of Conduct to your Project Applicant Profile in *e-snaps*. More information will be provided about requirements of Code of Conduct during the Review and Rank process.
- **Estimate Amount of Program Income as Match:** Project applicants that intend to use program income as match must provide an estimate of how much program income will be used for match.
- **Program Regulation Apply When Amended:** The grant agreements will be subject to the program regulation as it may be amended from time to time. Recipients will be subject to regulatory revisions as they come into effect, without having to wait until the grant is renewed in a future competition.
- **2017 FMRs Will Apply:** Because the CoC Consolidated Application is due prior to the publication of the final FY 2018 FMRs, the FY 2017 FMRs will be used for funding amounts.
- **Housing First:** Any housing project application that indicates it will use a Housing First approach, that is awarded FY 2017 CoC Program funds will be required to *operate* as a Housing First project.
- **Environmental Requirements:** Two important changes for projects categorized or Categorically Excluded from review under the National Environmental Policy Act and not subject to 24 CFR 58.5 (CENST):
 - All scattered-site projects where program participants choose their own unit and are not restricted to units within a pre-determined specific project site or sites are categorized in 24 CFR 58.35(b)(1) as CENST. This now includes both tenant-based rental assistance and tenant-based leasing projects where program participants choose their own unit. Previous guidance included only Tenant Based Rental Assistance as eligible CENST projects.
 - The [Exempt/CENST](#) form is only required for each project, not every unit. Previous guidance instructed recipients to complete an Exempt/CENST form for each unit.

COMMUNITY-LEVEL CHANGES AND REMINDERS

- **GIW Loses Relevance:** Annual Renewal Demand (ARD) is no longer calculated based on the final GIW for each CoC posted on the HUD Exchange. The NOFA defines ARD as, "The total amount of all the CoC's projects that will be eligible for renewal in the FY 2017 CoC Program Competition, before any required adjustments to funding for leasing, rental assistance, and operating budget line items based on FMR changes. The ARD will be calculated by combining the total amount of funds requested by eligible renewal projects on the Renewal Project Listing combined and the eligible renewal project amount(s) that were reallocated."
- **Compliance with Violence Against Women Act (VAWA) Rule:** On November 16, 2016, HUD published its VAWA final rule (81 FR 80798), which provides various protections to victims of domestic violence, dating violence, sexual assault, and stalking under the CoC Program and other HUD programs. The grants to be awarded under this NOFA will be the first CoC Program grants that will be required to comply with the VAWA rule as provided in 24 CFR 578.99(j)(3). To enable full compliance with this rule, ***each CoC must establish an emergency transfer plan under 24 CFR 578.7(d) and make related updates to the written standards*** for administering CoC program

assistance under 24 CFR 578.7(a)(9)(ii), (iii) and (v). These tasks must be completed by the time the local CPD Field Office issues the first FY 2017 grant agreement for a project in the CoC's geographic area.

- **Meaningful Participation:** HUD encourages all applicants to HUD's competitive programs to ensure, where applicable, public decision making and meaningful participation throughout the visioning, development, and implementation of funded projects, by residents of affected areas and especially communities traditionally marginalized from planning processes. In seeking public participation, applicants and grantees must ensure that all communications are provided in a manner that is effective for persons with hearing, visual, and other communications-related disabilities consistent with Section 504 of the Rehabilitation Act of 1973 and, as applicable, the Americans with Disabilities Act. In addition Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000(d) and Executive Order 13166 require that grantees take responsible steps to ensure meaningful access to services, programs, and activities by persons with Limited English Proficiency.
- **CoC Mergers:** To encourage CoC mergers and mitigate the potential adverse scoring implications that may occur when a high performing CoC merges with one or more lower performing CoC(s), HUD is awarding up to 25 bonus points to CoCs that completed a merger in the period between the final funding announcement for FY 2016 and the FY 2017 CoC Program Registration deadline. CoCs may want to consider undertaking mergers next year prior to the Registration deadline.
- **Category 3:** As in past years, CoCs may request that up to 10 percent of funding for the fiscal year awarded under this NOFA be approved to serve homeless households with children and youth defined as homeless under other federal statutes who are unstably housed (paragraph 3 of the definition of homeless found at 24 CFR 578.3). Additional details are available in the NOFA.
- **Major Disasters:** If your CoC's geography has had a recent major disaster, review the NOFA for potential scoring leniencies.
- **All Relevant Subpopulations:** HUD is defining "all relevant subpopulations" to mean families, youth, veterans, persons fleeing domestic violence, persons who are unsheltered, and chronically homeless individuals and families.

RESOURCES:

- 2017 CoC NOFA: <https://www.hudexchange.info/resource/5419/fy-2017-coc-program-nofa/>
- General Section NOFA: https://portal.hud.gov/hudportal/documents/huddoc?id=2017nofa_gensec.pdf
- CoC Program Interim Rule (24 CFR part 578): <https://www.hudexchange.info/resource/2035/coc-program-interim-rule-formatted-version>
- HUD Websites:
 - www.hud.gov
 - www.hudexchange.info
- Funding Application: www.hud.gov/esnaps
- Training and Resources: www.hudexchange.info/homelessness-assistance/
- HUD Exchange Ask A Question (AAQ): www.hudexchange.info/get-assistance
- Listserv: www.hudexchange.info/maillinglist
- Napa Continuum of Care website:
<http://www.countyofnapa.org/Pages/DepartmentContent.aspx?id=4294987304>

Note: Napa CoC notified all applicants of their place on the preliminary list (following the Aug. 23, 2017 Rank and Review panel) and their opportunity to appeal. No applicants appealed. Following the Sept. 7, 2017 CoC Board meeting, at which the CoC Board voted to adopt the priority list recommended by the Rank and Review Panel, all applicants were notified via email of acceptance/rejection, and the priority list also was disseminated to the CoC through the listserv.

The lowest-scoring applicant was rejected based on lack of funding available to fund all applicants.

ATTACHMENT: Rejection – Reduction

<u>DOCUMENT SATISFYING REQUIREMENT</u>	<u>PAGES</u>
Email Notification of Project’s Rejection/Acceptance; Distribution of Preliminary Ranked List; Notification of Appeal Eligibility to Accepted/Recommended and Rejected Project Applicants– August 24, 2017	
○ Email sent to County of Napa, which had 5 projects accepted/recommended for funding and one rejected project (project notified of reason for rejection)	1
○ Email sent to City of Napa Housing Authority, whose project was accepted/recommended for funding	2
○ Email sent to Catholic Charities, whose project was accepted/recommended for funding	3
○ Email sent to Buckelew, whose project was accepted/recommended for funding	4
Listserv Announcement of Rank and Review Panel Recommendation – August 28, 2017	
○ Priority List with ranked order of accepted/rejected project applications distributed to 84-member listserv	5
Email Notification of Project’s Rejection/Acceptance; Distribution of CoC-Board-Approved Ranked List – September 11, 2017	
○ Email sent to applicants whose projects were accepted/recommended by funding	6
○ Email sent to applicant whose project was rejected for funding (based on insufficient funds for all applicants)	8

<p>Email Distribution of Final Priority List to CoC Membership and All Applicants - September 11, 2017</p> <ul style="list-style-type: none"> ○ Email sent to CoC listserv, all agencies with CoC-funded projects, and all renewal and new project applicants in the 2017 Napa County CoC local funding competition. The final priority list was attached. 	10
<ul style="list-style-type: none"> ○ Final priority listing showing which applicants were accepted/recommended for funding and rejected. 	12

Napa Review & Rank Panel Recommended Priority List

Ali Rabe <ali@homebaseccc.org>

Thu, Aug 24, 2017 at 10:45 AM

To: Mitch.Wippern@countyofnapa.org, "Bezaire, Nui" <Nui.Bezaire@countyofnapa.org>

Cc: "Freitas, Brandee" <Brandee.Freitas@countyofnapa.org>

Bcc: "HomeBase Team (napa@homebaseccc.org)" <napa@homebaseccc.org>, Bridget Dejong <bridget@homebaseccc.org>

Dear Mitch and Nui,

Thank you for attending the Review & Rank Panel yesterday! Your participation and preparation really contributed to the Napa CoC NOFA local competition process. The Panelists finalized the ranked list and your projects Home to Stay, HMIS, Coordinated Assessment, and PSH II were fully funded in Tier 1. PSH I was partially funded in Tiers I and II, due to the community process of scoring renewal projects without data as renewal projects. The Napa PSH Expansion project was not selected for funding, as it scored below another new project application and there was not sufficient bonus funding to recommend both new projects. Please see the attached document with the ranked list and scores and let us know if you have any questions.

If you believe your scores are not reflective of the application information provided and are interested in appealing this outcome, you may request your score sheet, inspect your scores, and submit an appeal by Tuesday, August 29. Projects are eligible to appeal if they receive less funding than applied for, are ranked in Tier 2, or are ranked in the bottom third of Tier 1.

Thank you again for contributing to this process and we look forward to working with you on your HUD applications during the next phase of NOFA.

Best,
Ali

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2 attachments



2017 Napa Review & Rank Panel Recommendation_with scores.pdf
33K



Napa CoC Program Local Process & Timeline 2017.pdf
82K

Napa Review & Rank Panel Recommended Priority List

2 messages

Ali Rabe <ali@homebaseccc.org>

Thu, Aug 24, 2017 at 10:50 AM

To: "Clark, Andrea" <aclark@cityofnapa.org>, lferrell@cityofnapa.org

Bcc: "HomeBase Team (napa@homebaseccc.org)" <napa@homebaseccc.org>

Dear Lark and Andrea,

Thank you for attending the Review & Rank Panel yesterday! Your participation and preparation really contributed to the Napa CoC NOFA local competition process. The Panelists finalized the ranked list and your project was fully funded in Tier 1. Please see the attached document with the ranked list and scores and let us know if you have any questions. Because your project was ranked at the top of Tier 1 and was recommended for the full amount of funding requested, it is not eligible for appeal.

Thank you again for contributing to this process and we look forward to working with you on your HUD applications during the next phase of NOFA.

Best,
Ali

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2 attachments



2017 Napa Review & Rank Panel Recommendation_with scores.pdf
33K



Napa CoC Program Local Process & Timeline 2017.pdf
82K

Napa Review & Rank Panel Recommended Priority List

1 message

Ali Rabe <ali@homebaseccc.org>

Thu, Aug 24, 2017 at 11:15 AM

To: Pamela Swan <pswan@srcharities.org>

Bcc: "HomeBase Team (napa@homebaseccc.org)" <napa@homebaseccc.org>

Dear Pamela,

Thank you for attending the Review & Rank Panel yesterday! Your participation and preparation really contributed to the Napa CoC NOFA local competition process. The Panelists finalized the ranked list and your project was fully funded in Tier 2. Please see the attached document with the ranked list and scores and let us know if you have any questions.

If you believe your scores are not reflective of the application information provided and are interested in appealing this outcome, you may request your score sheet, inspect your scores, and submit an appeal by Tuesday, August 29. Projects are eligible to appeal if they receive less funding than applied for, are ranked in Tier 2, or are ranked in the bottom third of Tier 1.

Thank you again for contributing to this process and we look forward to working with you on your HUD applications during the next phase of NOFA.

Best,
Ali

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2 attachments



2017 Napa Review & Rank Panel Recommendation_with scores.pdf

33K



Napa CoC Program Local Process & Timeline 2017.pdf

82K

Napa Review & Rank Panel Recommended Priority List

3 messages

Ali Rabe <ali@homebaseccc.org>

Thu, Aug 24, 2017 at 11:11 AM

To: Bob Brown <BobB@buckelew.org>, Kathy Sparrow <KathyS@buckelew.org>, erics@buckelew.org, Claudia Mares <claudiam@buckelew.org>

Bcc: "HomeBase Team (napa@homebaseccc.org)" <napa@homebaseccc.org>

Hello,

Thank you for attending the Review & Rank Panel yesterday! Your participation and preparation really contributed to the Napa CoC NOFA local competition process. The Panelists finalized the ranked list and your project was fully funded in Tier 1. Please see the attached document with the ranked list and scores and let us know if you have any questions. Because your project was ranked near the top of Tier 1 and was recommended for the full amount of funding requested, it is not eligible for appeal.

Thank you again for contributing to this process and we look forward to working with you on your HUD applications during the next phase of NOFA.

Best,
Ali

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2 attachments



2017 Napa Review & Rank Panel Recommendation_with scores.pdf

33K



Napa CoC Program Local Process & Timeline 2017.pdf

82K

From: Freitas, Brandee <Brandee.Freitas@countyofnapa.org>
Date: Mon, Aug 28, 2017 at 10:12 AM
Subject: [Napa CoC] Napa CoC Review & Rank Process
To: "napa-coc@googlegroups.com" <napa-coc@googlegroups.com>, "napacocb@googlegroups.com" <napacocb@googlegroups.com>
Cc: "HomeBase (napa@homebaseccc.org)" <napa@homebaseccc.org>

Dear CoC project applicants, Board members, and community:
Many thanks to the 2017 Napa CoC Review & Rank Panel for their thoughtful review of the project applications submitted during this year's local competition. The Review & Rank Panel's preliminary priority listing is attached.
Under Napa's CoC NOFA process, applicants have the opportunity to appeal prior to the list being finalized by the CoC Board. The Appeals Committee will only be established if an applicant requests an appeal. For more information about this process, the 2017 Napa CoC Local Process is attached.
Below is the timeline for appeals and Board approval:

- August 29, 2017: Deadline for submitting Appeal of Review & Rank Panel decisions. Applicants may request scores and appeal by sending an email to Napa@homebaseccc.org or calling (415) 788-7962, ext. 335.
- August 31, 2017: Appeals considered and decisions announced.
- September 7, 2017: Board approval of Priority Listings; Priority Listings finalized.

Thank you,

Brandee Freitas
Staff Services Analyst – Homeless Services
Napa County Health and Human Services Agency - Operations

2751 Napa Valley Corporate Drive - Building B
Napa, CA 94558

P:(707) 299-2105

F:(707) 299-4193

Brandee.Freitas@countyofnapa.org

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2 Attachments



Notification of project selection in 2017 CoC NOFA Competition

Freitas, Brandee <Brandee.Freitas@countyofnapa.org>

Mon, Sep 11, 2017 at 8:45 AM

To: "Wippern, Mitch" <Mitch.Wippern@countyofnapa.org>, "Bezaire, Nui" <Nui.Bezaire@countyofnapa.org>, "Claudia Mares 2 (ClaudiaM@bucklelew.org)" <ClaudiaM@bucklelew.org>, Cynthia Rebullida <crebullida@srcharities.org>

Cc: "HomeBase (napa@homebaseccc.org)" <napa@homebaseccc.org>

Dear Applicant,

Please find attached the CoC's Final Priority List for FY 2017 NOFA Competition, approved by the CoC Board on 9.7.17. Congratulations - your project was recommended for funding (see the attached tiered list).

Please let us know if you have any questions.

Thank you,

Brandee Freitas

Staff Services Analyst – Homeless Services

Napa County Health and Human Services Agency - Operations

2751 Napa Valley Corporate Drive - Building B

Napa, CA 94558

P:(707) 299-2105

F:(707) 299-4193

Brandee.Freitas@countyofnapa.org



Jean Field | Staff Attorney
870 Market Street | Suite 1228 | San Francisco CA 94102
ph 415.788.7961, ext. 327 | fax 415.788.7965
www.homebaseccc.org

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 **2017 Napa Priority Listings .pdf**
33K

Notification of project application rejection for funding in 2017 CoC NOFA competition

Freitas, Brandee <Brandee.Freitas@countyofnapa.org>

Mon, Sep 11, 2017 at 8:47 AM

To: "Wippern, Mitch" <Mitch.Wippern@countyofnapa.org>, "Bezaire, Nui" <Nui.Bezaire@countyofnapa.org>

Cc: "HomeBase (napa@homebaseccc.org)" <napa@homebaseccc.org>

Dear Applicant,

Please find attached the CoC's Final Priority List for FY 2017 NOFA Competition, approved by the CoC Board on 9.7.17. Your renewal applications were selected for funding; but your application for a new PSH expansion project was not recommended for funding (see the attached tiered list).

Please let us know if you have any questions.

Thank you,

Brandee Freitas

Staff Services Analyst – Homeless Services

Napa County Health and Human Services Agency - Operations

2751 Napa Valley Corporate Drive - Building B

Napa, CA 94558

P:(707) 299-2105

F:(707) 299-4193

Brandee.Freitas@countyofnapa.org

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 **2017 Napa Priority Listings .pdf**
33K

Final priority list for CoC NOFA competition

Freitas, Brandee <Brandee.Freitas@countyofnapa.org>

Mon, Sep 11, 2017 at
8:48 AM

To: "napa-coc@googlegroups.com" <napa-coc@googlegroups.com>

Cc: "HomeBase (napa@homebaseccc.org)" <napa@homebaseccc.org>

Good morning Napa CoC,

On September 7, 2017, the Napa CoC Board members met to discuss and vote on the priority listing for the FY 2017 NOFA competition. This list is unchanged from the recommendations made by the Rank and Review Panel on August 23, 2017.

Thank you,

Brandee Freitas

Staff Services Analyst – Homeless Services

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2017 Napa Priority Listings .pdf

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**Napa Continuum of Care Program Local Competition
2017 Priority Listing**

2017 Priority Listings			
Rank	Agency	Project	Amount
Tier 1			
1	County Health & Human Services Agency	HMIS 2017	\$35,887
2	Housing Authority of the City of Napa	2017 Shelter Plus Care	\$119,287
3	Buckelew	Napa PSH (01/01/18-12/31/18)	\$243,499
4	County Health & Human Services Agency	Coordinated Assessment 2017	\$19,054
5	County Health & Human Services Agency	Home to Stay 2015	\$157,363
6	County Health & Human Services Agency	Permanent Supportive Housing II	\$28,564
7	County Health & Human Services Agency	Permanent Supportive Housing I*	\$71,936
Total Tier 1 (97% ARD)			\$675,590
Tier 2			
7	County Health & Human Services Agency	Permanent Supportive Housing I*	\$19,054
8	Catholic Charities	Catholic Charities PSH Napa	\$41,679
9	County Health & Human Services Agency	Napa PSH Expansion	<i>Not funded</i>
Total Tier 2 (3% ARD + PH Bonus)			\$60,733
TOTAL REQUEST TO HUD			\$736,323
Annual Renewal Demand (ARD)			\$694,644
Permanent Housing Bonus (6% ARD)			\$34,732
<i>Planning Funds (not ranked or part of total)</i>			<i>\$20,839</i>

* Note that this project straddles Tier 1 and Tier 2

Tier 1 Amount:	\$	675,590.00
Tier 2 Amount:	\$	60,733.00
Tier 1 + Tier 2 Total	\$	736,323.00

Napa CoC widely publicized all phases of the NOFA announcement, review, project selection, and application process through discussion at noticed and open meetings, dissemination to a CoC and community listserv of more than 80 participants, and on the County of Napa’s CoC website. All review and selection processes were drafted and approved by the CoC committees and CoC Board.

ATTACHMENT: PUBLIC POSTING PROJECT SELECTIONS, RANKING AND COC APPLICATION

DOCUMENT SATISFYING REQUIREMENT	PAGE
1. Public Notice and Posting Evidence of the Objective Ranking Procedure and Selection Process	
a. 7/24/17 – Email to CoC Listserv with Public Technical Assistance Workshop	2
i. Announcement of competition	2
ii. Invitation to new projects	
b. 8/2/17 – Screenshot of 2017 HUD CoC NOFA Public Posting of Local Competition Summary and Competition Rules	3
i. Screenshot that contains scoring tools	
c. 7/27/17 – Invitation to Technical Assistance Workshop; Agenda; Local Competition Materials, including Local Process, Rating and Review Procedure, Appeals Process, Reallocation Process	4
d. 8/3/17 Agenda for publicly noticed and open CoC meeting, addressing CoC NOFA, ranking and selection process, and scoring tools.	6
2. Public Notice and Posting Evidence of Ranking Procedure and Results	
a. 8/28/17 – Email To CoC Listserv and project applicants attaching preliminary priority list and opportunity to appeal	8
b. 9/7/17 – Agenda of CoC Board meeting in which Priority Listing reviewed, discussed and voted on	9
c. 9/11/17 Email to Napa CoC with Board-approved Priority List	11
3. Public Posting of CoC Consolidated Application and Priority Listing	
a. DATE email to CoC Listserv informing applicants, CoC Board, and CoC members of the posting of the FY 2017 Consolidated Application and Priority Listing	
b. Evidence of posting the Consolidated Application and Priority Listing on Napa County website on DATE	

Freitas, Brandee
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8:42 AM (2 hours ago) ☆

Dear Napa CoC,

The U.S. Department of Housing and Urban Development (HUD) released the FY 2017 Continuum of Care Program Competition Notice of Funding (NOFA) on July 14, 2017. Communities must submit the final consolidated application by September 28.

The NOFA is posted on HUD's website at <https://www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Competition-NOFA.pdf>. A copy is attached. Also attached is a summary of the 2017 NOFA. We will be discussing this opportunity at the August 3, 2017 meeting of the CoC. All are welcome and encouraged to attend.

Technical Assistance Workshop:

On **July 28, 2017** the CoC will be hosting a mandatory **Technical Assistance Workshop** for all renewal and potential applicants for the 2017 CoC funding. We encourage agencies that do not currently receive CoC Program funds, as well as current recipients, to attend and consider applying for these funds. **This meeting will take place online on Friday, July 28, 2017 at 10 a.m. It is highly recommended that participants access the webinar at the below link via your computer, but if you are unable to access a computer you may dial in.**

Meeting information:

July 28, 2017, 10 a.m. to noon

You may join from this link:

<https://homebaseccc.zoom.us/j/173474213>

Dial: +1 646 558 8656

Meeting ID: 173 474 213

Please RSVP at napa@homebaseccc.org to confirm participation and discuss computer setup requirements for this online meeting. If you are not able to send a representative, please contact napa@homebaseccc.org to discuss training needs.

Thank you,

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CoC Funding Notices

[Napa NOFA Summary 2017](#)

[FY 2017 CoC Program Competition NOFA](#)

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The screenshot shows the Napa County Health and Human Services website. The header includes the Napa County logo and navigation links for Residents, Businesses, and Visitors. A main banner reads "WE ARE NAPA COUNTY HEALTH AND HUMAN SERVICES HOMELESS SERVICES" with an image of hands holding a microphone. A sidebar on the left contains contact information and department links. The main content area features a "CoC Funding Notices" section with links to "Napa NOFA Summary 2017" and "FY 2017 CoC Program Competition NOFA". A footer at the bottom contains accessibility and privacy policy links.

Note: Napa creates a consolidated scoring report and tool for review and rank panelists. Materials from APRs, Supplemental Application Materials, and HUD e-snaps applications provide objective criteria, outcomes data, and information enabling reviewers to evaluate unique circumstances and vulnerability of populations – including survivors of domestic violence – served. Panelists review this report and also have direct access to underlying data and reports and an opportunity to interview applicants about this information.

ATTACHMENT: CoC RATING AND REVIEW PROCEDURE

DOCUMENT SATISFYING REQUIREMENT	PAGE
1. 2017 CoC Local Competition Review Process & Timeline including review & rating, reallocation, and appeal processes	
a. Timeline	3
b. Review and Rating Process	4
c. Reallocation Process	6
d. Appeals Process	6
2. Scoring Tools	
a. 2017 CoC Renewal Project Scoring Tool	9
i. Consideration of severity of need/vulnerability of participants (II.1.) (II.2)	9
ii. Consideration of objective criteria (II.2) (cost effectiveness, performance data, type of population served, utilization rates, housing stability, increase in income, percentage with income/benefits/ length of stay, drawdown history, housing first)	10
iii. Factor related to positive housing outcomes (II.2)	11
b. Scoring Tool - New & Expansion Projects	15
c. Scoring Tool - Coordinated Entry & HMIS Projects	19
3. Supplemental Applications	
a. Renewal Applicants	23
b. New Applicants	29
4. Sample PRESTO Report (Report shows how data from APR and Supplemental Application is consolidated for review by project applicants and Rank and Review/Appeal Panelists – only one attached but reports are prepared for each new and renewal applicant.)	38

5. Evidence of Specific Method for Evaluating Projects Submitted by Victim Services Provider	
a. Written Standards – Use of Victim Services Databases (p.3, p. 4; p. 10)	42
b. Portion of APR of Home to Stay (showing how redacted VAWA data from subrecipient victims services provider incorporated into program’s HMIS data)	45
c. Renewal Scoring Tool Factor II.1. Special consideration for victim services providers	46
d. New Scoring Tool Factor 3B acknowledging DV providers do not participate in HMIS	48
6. Public Notice and Posting of Objective Selection Process	
a. 7/24/17 – Email to CoC Listserv with Public Technical Assistance Workshop Invitation	49
b. 8/2/17 – Screen Shot of 2017 HUD CoC NOFA Public Posting of Local Competition Materials on County of Napa CoC Website	52
c. 7/27/17 – Technical Assistance Invitation including Workshop Agenda; Local Competition Materials, including Rating and Review Procedure, provided to all participants	53
d. 7/28/17 – Agenda from the Technical Assistance Workshop, including a summary of the NOFA, and overview of the review and rank process	54
e. 8/3/17 - Agenda from the August 3, 2017 CoC General Meeting discussing the NOFA Competition process, procedures, community priorities, and solicitation of new applicants.	55
f. 8/28/17 Email to Listserv and project applicants attaching preliminary priority list with opportunity to appeal	56

DETAILED TIMELINE & DEADLINES

- June 16, 2017: Submission of Supplemental Applications were due to HomeBase
- July 12, 2017: Draft PRESTO reports were provided to projects
- July 14, 2017: HUD NOFA announced
- July 18, 2017: HUD NOFA posted on Napa County website
- July 21, 2017: Comments on draft PRESTO reports due to HomeBase
- *Week of July 28, 2017 – Circulate any proposed changes to scoring tools/process for review and comment.*
- **July 28, 2017: Mandatory Technical Assistance workshop for all project applicants.**
- August 3, 2017: CoC Board meeting; approval of any proposed changes to process.
- **August 11, 2017: All HUD Project Applications due to CoC (create but do not submit in e-snaps)**
- August 18, 2017: Review & Rank panel training (via webinar)
- **August 23, 2017: Review & Rank panel (applicants must have a representative available for presentation)**
- August 25, 2017: Review & Rank panel results announced
- August 30, 2017: Deadline for submitting appeal of Review & Rank Panel decisions
- September 1, 2017: Appeals considered and decisions announced
- **September 7, 2017: CoC Board approval of Priority Listings; Priority Listings finalized**
 - September 8, 2017: Priority Listing posted on the Napa County website
- September 1, 2017-September 22, 2017: Project application review by HomeBase and coordination with applicants
- **September 22, 2017: Project Application final submission in E-Snaps**
- September 25, 2017: Publication of CoC Application on County website
- **September 28, 2017: Consolidated Application final submission to HUD for FY 2017 funds.**

OVERVIEW OF THE PROJECT REVIEW PROCESS / NOFA SUBMISSION TIMELINE

Immediately after HUD's Continuum of Care Program Notice of Funding Availability (NOFA) is released, the Collaborative Applicant (or its designee) will coordinate and carry out all of activities needed to successfully submit an application on behalf of the Napa CoC. The following is an overview of the timeline of tasks for NOFA submission (outlined in the Napa CoC Governance Charter). The timeline is subject to change annually, depending on HUD/NOFA requirements.

- Prior to the NOFA release, the Collaborative Applicant will design scoring tools and any corresponding local application materials to assist in the review and ranking of all renewal and new project applicants. These materials will take into consideration both local and HUD priorities.
- The scoring tools will be finalized and presented to the CoC Board (CoCB) for review and approval.
- Upon publication of the NOFA, the Collaborative Applicant will schedule and announce a time and date for a Technical Assistance Workshop. These details will be distributed to the entire CoC.
- All applicants/potential applicants participate in the NOFA Technical Assistance Workshop. At the workshop, the Collaborative Applicant will present an overview of the HUD CoC NOFA, including details about available funding and any major changes in the application from previous years. Applicants will also be oriented to the process for reviewing and ranking applications, which will cover any supplemental local application materials and the scoring tool and applicable dates. Applicants will also have a chance to ask any questions about both the local and HUD application processes.
- Applicants complete local application materials by a date announced at the Technical Assistance Workshop, typically within four (4) to six (6) weeks of the NOFA release (and generally not less than thirty (30) days prior to the NOFA submission deadline).
 - Any late application received within forty-eight (48) hours of the due date/time will receive a fifteen (15) point score reduction. Late applications received after forty-eight (48) hours will not be accepted.
 - Incomplete applications cannot be cured for the Review and Rank Panel scoring process but must be corrected prior to HUD submission.
- Qualified, non-conflicted Review and Rank Panel members are recruited and oriented to the local review and ranking process. (See below for more detail.)
- The Review and Rank Panel members receive all local application and scoring materials and review and score each program's application.
- The Review and Rank Panel meets to jointly discuss each application, interview applicants, and to comment on ways to improve individual applications. Panel members individually score applications based on the scoring tools. The ranked list is created by the following procedures:
 - One ranked list is prepared based on a compilation of Review and Rank Panel raw scores for each application.
 - Those applications that do not meet certain threshold requirements (as detailed on the scoring tool) will not be included on the ranked list.

- The highest scoring and eligible new permanent housing project will be selected to apply for any “Permanent Housing Bonus” funding available through the NOFA.
- In order to promote system performance by preventing returns to homelessness and promoting housing stability and retention, the CoCB has determined that Permanent Supportive Housing projects with a strong track record of performance as demonstrated through their APRs and other data, may be prioritized above any new projects that have not demonstrated their ability to better enhance system performance. Performance requirements for this purpose are projects that 1) meet HUD guidelines for Housing First; 2) maintain an 80% occupancy rate (unless funded in the last two NOFA funding cycles, in which case occupancy rate may not yet have achieved 80%) and 3) participate in Homeless Management Information System.
- In order to promote system performance by promoting housing stability and retention and enabling newly funded PSH projects to quickly house and retain individuals in housing, the CoCB has determined that newly funded projects (those funded in the last two NOFA funding cycles) will be scored as renewal PSH projects and eligible to be prioritized above new projects as outlined above; and in the outcome measures of Section 2 of the Renewal Scoring Tool, points will be awarded based on pro-rated occupancy and capacity measures.
- The Review and Rank Panel determines if any renewal project should be considered or a decrease in funding due to substandard performance. Any funding captured from an existing project will be made available for reallocation to a new project that meets the requirements in the NOFA application.
- Scoring results are sent to applicants with a reminder of the appeals process at least 15 days before CoC Application deadline. (See below for more details on the appeals process.) In addition, projects are given feedback from the Review and Rank Panel on the quality of their application and ways they can improve their final submission to HUD.
- Appeals, if any, are considered.
- A final ranked project list is submitted to the CoCB for review and approval.
- The Collaborative Applicant collects all final Project Applications and submits them to HUD, along with the CoC Application, as part of the CoC’s Consolidated Application.

REVIEW AND RANK PANEL MEMBERSHIP

The Collaborative Applicant recruits between three (3) and five (5) Review and Rank Panel members who are:

- Knowledgeable about homelessness and housing in the community and who are broadly representative of the relevant sectors, subpopulations, and geographic areas
- “Neutral,” meaning that they are not employees, staff, or otherwise have a business or personal conflict of interest with the applicant organizations;
- Familiar with housing and homeless needs within the Napa CoC; and

- Willing to review projects with the best interest of homeless persons in mind.

To serve on the Review and Rank Panel, members must:

- Sign a statement declaring that they have no conflict of interest and a confidentiality agreement; and
- Be able to dedicate time for application review and Review and Rank Panel meetings as scheduled by the Collaborative Applicant.

REALLOCATION OF PROJECT FUNDS

HUD allows CoCs to reallocate funds from non- and/or under-performing projects to higher priority community needs that also align with HUD priorities and goals. The Review and Rank Panel facilitates the reallocation discussion and process, in consultation with the CoC and CoCB. All final decisions about reallocation must be approved by the CoCB.

USING ALL AVAILABLE FUNDS

The Napa CoC will do everything possible to ensure it applies for all funds available to the community. Thus, if all on-time applications have been submitted and it appears that either: 1) the community is not requesting as much money as is available from HUD, 2) no Permanent Housing Bonus (or other special project as defined by HUD) projects have been submitted, or 3) there are reallocated funds available, then:

- The Collaborative Applicant will email the CoCB and other interested parties (all homeless service and housing providers in the CoC area) with specifics regarding how much money is available and or which type of programs.
- The Collaborative Applicant will provide technical assistance and guidance, as needed, to ensure applicants understand the funding requirements.

Any additional applications for these funds will be due as soon as possible after this email is distributed, as determined by NOFA submission deadline.

APPEALS PROCESS

All eligible applicants have the opportunity to appeal both their score and preliminary ranking prior to the ranked list being finalized and approved by the CoCB. The Appeals Committee will only be established if an applicant requests an appeal.

THE APPEALS COMMITTEE

The Appeals Committee will be comprised of three (3) impartial members of the CoCB. These three voting members will not have participated in the original Review and Rank Panel. No member of the Appeals Committee may have a conflict of interest with any of the agencies applying for CoC Program funding. All members of the Appeals Committee must sign conflict of interest and confidentiality statements. If there are insufficient CoCB members who

qualify for the appeals committee, a member of the CoC may participate in the Appeals Committee.

The role of the Appeals Committee is to read and review only those parts of the application that are being appealed. If deemed necessary, the Appeals Committee may request that one member of the Review and Rank Panel attend the meeting in a non-voting, advisory capacity.

ELIGIBLE APPEALS

- The application of any Project Applicant agency that receives less funding than applied for may be appealed.
- The application of any Project Applicant agency that is ranked in a Tier 2 (if tiers are required by HUD) may be appealed.
- The application of any Project Applicant agency that is ranked in the bottom third of Tier 1 (if tiers are required by HUD) may be appealed.

Note: Project Applicants that have been found to not meet the threshold requirements are not eligible for an appeal.

Applicants may appeal if they can prove their score is not reflective of the application information provided, or if they can describe bias or unfairness in the process that warrants the appeal.

APPEALS PROCESS

- Any and all appeals must be received in writing with supporting documentation within three (3) business days of the notification of ranking to projects.
- All notices of appeal must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed.
- The notice of appeal must include a written statement specifying in detail the grounds asserted for the appeal. The appeal must include a copy of the application and all accompanying materials submitted to the Review and Rank Committee. No additional information can be submitted. The appeal is limited to one single spaced page in 12-point font.
- All valid appeals will be read, reviewed, and evaluated by the Appeals Committee.
- The Appeals Committee will meet to deliberate the appeal.
 - The Appeals Committee will review the rankings made by the Review and Rank Committee only on the basis of the submitted project application, the one page appeal, any statements made during the appeal process, and the material used by the Review and Rank Panel. No new information can be submitted by the Project Applicant appealing or reviewed by the Appeals Committee.
 - The decision of the Appeals Committee must be supported by a simple majority vote.

- The appealing agency will receive a written decision of the Appeals Committee within two (2) business days of the Appeals Committee Meeting.

The decision of the Appeals Committee will be final.

FINAL PRIORITIZED LIST OF APPLICATIONS

The CoCB must approve the final ranked list of all Project Applicant proposals. Any CoCB members with a conflict of interest must recuse himself/herself from all related discussions and abstain from the vote approving the priority list. The Collaborative Applicant will then submit this prioritized list to HUD by the NOFA deadline as part of the CoC Consolidated Application. Conditional award funding is typically based upon the prioritized list of Project Applicants that are submitted; however, actual awards/award amounts are determined by HUD.

Napa County Continuum of Care
2017 Continuum of Care Program Grants
RENEWAL PROJECT SCORING FACTORS
2017 Rank & Review 7.20.17 DRAFT

I. Overview

Threshold Requirements

All renewal projects are reviewed for compliance with the CoC Interim Rule, and to ensure they continue to meet community priorities and will meet the threshold requirements outlined in the 2017 Notice of Funding Availability.

Scoring Factors

Factor	Possible	Points Earned
1. Community Need	10	
2. Outcomes	52	
3. Budget	3	
4. Housing First	8	
5. Agency/Collaborative Capacity	15	
6. HMIS	10	
7. Match	2	
Total	100	

II. Detail

1. Project’s Work is Consistent with Community Needs and Contributes to Improving System Performance (10 points possible)

Does the project consider the severity of needs and vulnerabilities experienced by program participants in their provision of services? Needs and vulnerabilities include: low or no income, current or past substance abuse, a history of victimization (e.g., domestic violence, sexual assault, childhood abuse), criminal histories, and chronic homelessness.

	Possible Points		Total Points
Project prioritizes chronically homeless individuals or families.	5	Award 5 points if project dedicates all of its beds to CH individuals/families. Award 3 points if project dedicates 75% or more of its beds to CH.	

		Award 5 points if project that does not dedicate 75%+ of its beds to CH prioritizes all of its beds made available through turnover to CH individuals/families.	
Severity of Needs: Award 3 points for being “low-barrier,” meaning the project allows entry to program participants that includes low or no income, current or past substance use, criminal records – with the exceptions of restrictions imposed by federal, state or local law or ordinance, and history of domestic violence.	3		
Affirmatively Furthering Fair Housing: Award 2 points for specific outreach procedures in place to identify and engage homeless individuals and families, including meaningful outreach to persons with disabilities and limited English proficiency, and measures to market to those least likely to access services.	2		

2. Outcomes that Contribute to Improving System Performance on Measures Related to Successful Placement or Retention of Housing and Employment/Income Growth

(52 points

possible)

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

Keep in mind that outcomes will naturally be lower in a more difficult to serve population **such as chronically homeless people, homeless people with mental and/or addictive illnesses.**

	Possible Points	Scale	Total Points
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Is the project at capacity in serving the number of homeless people it is designed to serve?	10	10 pts. 90-100% 8pts. 85-89.9% 6pts. 80-84.9% 4pts. 75-79.9% 3pts. 70-74.9% 2pts. 65-69.9% 1pt. 60-64.9% 0pts. 0-59.9%	
Do program targets meet system-wide performance goals for these categories? CoC Housing Stability Objective: 80%	10	Award 10 points for meeting CoC objectives.	
Proposals may receive points under the following three criteria based on outcomes reported in the APR or any other supplemental information submitted as part of the proposal:			
Housing Stability: The percentage of formerly homeless individuals who remain housed in the HUD permanent housing project for at least twelve months is at least 80%. [Note: Individuals who have been in program fewer than 12 months but remain in housing count do not count in this measure.] For Rapid Rehousing Projects, the percentage of homeless individuals who exit to/in a form of permanent housing. HUD goal is 80%. [Note: this is calculated at exit.]	10	10pts. 80-100% 8pts. 77-79.9% 6pts. 70-76.9% 4pts. 65-69.9% 2pts. 60-64.9% 0pts. 0-59.9%	
Increased Income: The percentage of participants who maintain or increase income between entry and follow up/exit.	10	10pts. 75% - 100% 8pts. 50- 74.9% 6pts. 20 - 49.9% 4pts. 10 - 19.9% 2pts. 5.0 - 9.9% 0 pts. 0 - 4.9%	
Mainstream Benefits: The percentage % of participants with at least one cash or non-cash mainstream benefit by follow up/exit.	10	10pts. 85 – 100% 8pts. 70 – 84.9% 6pts. 55 – 69.9% 4pts. 40 – 54.9% 2pts. 25 – 39.9% 0pts. 0 – 24.9%	

Length of Stay:	2	Award 2 points if program monitors length of stay of participants	
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3. Budget (3 points possible)

	Possible Points	Scale	Total Points
Does the proposed budget reflect sufficient resources to accomplish project goals in a cost effective manner?	3		

4. Housing First (8 points possible)

	Possible Points	Scale	Total Points
Tenant screening and selection practices promote the acceptance of applicants regardless of their sobriety or use of substances, completion of treatment, and participation in services.	2		
Housing accepts referrals directly from shelters, street outreach, drop-in centers, and other parts of crisis response system frequented by vulnerable people experiencing homelessness.	2		
Participation in services or program compliance (beyond what is statutorily mandated) is not a condition of housing tenancy.	2		
Use of alcohol or drugs in and of itself (without other lease violations) is not considered a reason for eviction.	2		

5. Agency/Collaborative Capacity (15 points possible)

	Possible Points	Scale	Total Points
Does the program have any outstanding HUD findings and/or financial audit findings? Has HUD de-obligated any of the agency's/program's grant funds because of monitoring findings?	5		
Are the grant funds being drawn down regularly throughout the grant year? Has HUD deobligated	5		

any funds because of under-spending or untimely draw downs?			
Does the agency participate in the Continuum of Care?	5	Award 3 points if attend monthly CoC General and/or Board meetings Award 2 points if on a committee	

6. HMIS

(10 points possible)

	Possible Points	Scale	Total Points
HMIS: % of null or missing values	5	5pts. 0-4.9% 4pts. 5-9.9% 3pts. 10-14.9% 0pts. 16-100%	
HMIS: % of leavers who exit to a known destination; projects with no leavers score 5 points	5	5pts. 95-100% 4pts. 90-94.9% 3pts. 85-89.9% 0pts. 0-84.9%	

7. Match

(2 points possible)

	Possible Points	Scale	Total Points
Does the application budget outline appropriate sources of 25% match?	2		

Points Earned: _____

Napa County Continuum of Care
 2017 Continuum of Care Program Grants
NEW PROJECT SCORING FACTORS
 2017 Rank & Review 7.20.17 DRAFT

II. Overview

Threshold Requirements

All new projects will be reviewed for compliance with the eligibility requirements of the CoC Interim Rule and Subsequent Notices, and must meet the threshold requirements outlined in the 2017 Notice of Funding Availability.

Scoring Factors

Factor	Possible	Points Earned
1. Project's Work is Consistent with HUD Priorities	20	
2. Project Design and Readiness	30	
3. Agency Capacity	40	
4. Budget	10	
TOTAL	100	
Reallocation Bonus*	5	
*Note: Reallocation Bonus available for projects that voluntarily reallocate a renewal project		

II. Detailed Breakdown by Factor

1. Project's Work is Consistent with HUD Priorities and Contributes to Improving System Performance (20 points possible)

Factor	Possible Points	Total Points
1.A. HUD Priorities Coordinated entry = 20 points Permanent supportive housing = 20 points Rapid Re-housing = 10 points HMIS = 5 points	20	

2. Project Design and Readiness (30 points possible)

Consider the overall design of the project in light of its outcome objectives, and the Continuum of Care's goals that permanent housing programs for homeless people result in stable housing and increased income (through benefits or employment).

Threshold Criteria: The project must be ready to start by HUD's statutory deadlines.

Factor	Possible Points	Total Points
<p>2.A. Program Design</p> <p>For PSH; RRH; Joint TH and PH-RRH: Housing where participants will reside is fully described and appropriate to the program design proposed. Program design includes provision of appropriate supportive services.</p> <ul style="list-style-type: none"> • Will the type of housing, number, and configuration of units fit the needs of program participants? • Will the type of supportive services offered ensure successful retention or help participants obtain permanent housing? • Is there a plan in place that will help participants obtain mainstream health, social, and employment income and benefits? • Will participants be assisted with obtaining and remaining in permanent housing? • Does the project adhere to a housing first model? • Does the program design include the use of innovative or evidence-based practices? • Is the project staffed appropriately to operate the housing/services? • Are staff trained to meet the needs of the population to be served? • Does the program include involvement of clientele in designing and operating the program? • Does the method of service delivery described include culture-specific/sensitive elements? • Will the program be physically accessible to persons with disabilities? <p>For Coordinated Entry: Program design is in alignment with coordinated entry system design envisioned by CoC.</p> <ul style="list-style-type: none"> • Is the system easily accessible for all persons within the CoC’s geographic area who are seeking information regarding homelessness assistance? • Is there a strategy for advertising the program that is designed specifically to reach homeless persons with the highest barriers within the CoC’s geographic area? • Is there a standardized assessment process? • Does the program ensure that program participants are directed to appropriate housing and services that fit their needs? <p>For HMIS: Program design is in alignment with CoC’s data needs.</p>	20	

<ul style="list-style-type: none"> • Will the funds be expended in a way that is consistent with the CoC’s funding strategy and HMIS implementation? • Will the HMIS project collect all required elements according to the HMIS Data Standards? • Will the HMIS project un-duplicate client records? • Will the project produce all HUD-required reports and provide the data needed for HUD reporting? • Will the project conduct trainings and otherwise prepare projects for the new HUD Data Standards? • Will the project provide data in a form that can be analyzed to assist the CoC in assessing homeless needs, allocating resources, and coordinating services? <p>For Expansion Projects:</p> <ul style="list-style-type: none"> • Is the part of the project being expanded clearly articulated? • Does the applicant demonstrate that it is not replacing other funding sources? 		
<p>2.B. Services Partnership or Capacity</p> <p>There is a committed relationship with (a) service provider(s) with a signed letter of commitment or MOU; if agency is providing services itself, they have shown they have the funds to do that.</p>	5	
<p>2.C. Program Outcomes</p> <p>Program outcomes are realistic but sufficiently challenging given the scale of the project.</p> <p>Outcomes are measurable and appropriate to the population being served.</p>	5	

3. Agency Capacity

(40 points possible)

Factor	Possible Points	Total Points
<p>3.A. Agency Capacity</p> <ul style="list-style-type: none"> • Does the agency have the expertise, staff, procedural, and administrative structure needed to meet all grant audit, administrative, and reporting requirements? • Does the agency draw down grant funds regularly throughout the grant year? • Does the agency have any outstanding HUD findings and/or financial audit findings? • Has HUD deobligated any of the agency’s grant funds in the past three operating years? 	20	

<ul style="list-style-type: none"> Does the application packet that was submitted reflect an agency with capacity that is sufficient to carry out the HUD administrative requirements? 		
<p>3.B. HMIS Participation</p> <p>Is the agency/program actively participating in the HMIS, or furthering the goals of the system by providing information or infrastructure?</p> <ul style="list-style-type: none"> Consider: the percentage of the program’s clients who have data entered into HMIS; HMIS Data Completeness Report Card <p>Note: Domestic Violence programs do not participate in HMIS.</p>	5	
<p>3.C. CoC Participation</p> <p>Does the agency and/or project sponsor participate in the CoC and Continuum of Care-related committee meetings?</p>	5	
<p>3.D. Quality Assurance</p> <p>Does the agency maintain policies, procedures, and actions to ensure continuous quality improvement?</p> <ul style="list-style-type: none"> Is the agency implementing evidence-based practices and approaches, including Housing First and Coordinated Entry? Does the agency train its staff to ensure high quality of care? Does the agency assess quality of service and consumer satisfaction through surveys, focus groups, etc.? Does the agency monitor program performance using data? 	10	

4. Budget

(10 points possible)

Factor	Possible Points	Total Points
<p>4.A. Budget</p> <p>Do the proposed budget and match reflect sufficient resources to accomplish project goals in a cost-effective manner?</p>	10	

5. Reallocation Bonus

(5 points possible)

Factor	Possible Points	Total Points
<p>5.A. Reallocation</p> <p>Did the Agency voluntarily reallocate a renewal project?</p> <ul style="list-style-type: none"> How much funding was reallocated? What was the project type? 	5	

Napa County Continuum of Care
 2017 Continuum of Care Program Grants
HMIS & COORDINATED ENTRY PROJECT SCORING FACTORS
 Approved 2017 Rank & Review 4.5.17

I. Overview

Factor	Possible	Earned
1. Community Need	5	
2. Outcomes	44	
3. Budget and Cost Effectiveness	20	
4. Agency/Collaborative Capacity	25	
5. Bonus Points: Match	6	
Total	100	

II. Detail

1. Project's Work is Consistent with Community Needs (5 points possible)

	Possible Points	Total Points
As a required component in our Continuum of Care, award 5 points.	5	

2. Outcomes (44 points possible)

	Possible Points	Where to Find Information to Score this Category	Total Points
<p>For HMIS projects:</p> <p>Has the project been performing in compliance with the timetable for implementing the HMIS? Have they conducted trainings and otherwise prepared projects for the new HUD Data Standards?</p> <p>Has HMIS provided data in a form that can be analyzed, to assist the Continuum of Care in assessing</p>	44	Project Application / Supplemental Application /Interview	

<p>homeless needs can be assessed, allocate resources, and coordinate services?</p> <p>Does the HMIS generate reports to assist the Continuum of Care in evaluating system performance measures?</p> <p>Does the HMIS support implementation of HEARTH requirements, such as coordinated entry?</p> <p>For Coordinated Entry projects:</p> <p>Has the project been performing in compliance with the timetable for implementing Coordinated Entry? Have they conducted trainings and otherwise prepared projects for system integration?</p> <p>Has the project provided data in a form that can be analyzed, to assist the Continuum of Care in assessing homeless needs can be assessed, allocate resources, and coordinate services?</p> <p>Does the project enable the Continuum of Care to prioritize people with the greatest needs for housing and homeless assistance?</p> <p>Does Coordinated Entry provide data to assist the Continuum of Care in evaluating its progress with regard to HUD System Performance Measures?</p>			
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3. Budget and Cost Effectiveness

(20 points possible)

	Possible Points	Where to Find Information to Score this Category	Total Points
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Does the budget seem free of unnecessary costs and expenses? Are budgeted staff and expenses adequate to support the proposed program	20	Project Application (Section 6)	
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4. Agency/Collaborative Capacity

(25 points possible)

	Possible Points	Where to Find Information to Score this Category	Total Points
Has the agency demonstrated, through past performance, the ability to successfully carry out the work they propose?	5	Project Application/ Interview	
Has the agency demonstrated, through past performance, the ability to manage confidential and critical data?	5	Project Application/Interview	
Does the agency have the expertise, staff, procedural, and administrative structure needed to meet all grant audit, administrative, and reporting requirements including does it have the capacity to raise the match and other resources required of the grant? Consider: <ul style="list-style-type: none"> ○ Any outstanding HUD findings or concerns and/or financial audit findings. ○ Extent to which the program has advised the Office of Affordable Housing of the outstanding HUD findings or concerns. ○ Has HUD deobligated any of the agency's/program's grant funds? 	10	All audits, de-obligation letters, draw down schedules that were provided by the agency & Interview	
Does the agency participate in Continuum of Care-related planning meetings (General Meetings, Board Meetings, Committees)?	5	Supplemental Application	

5. Bonus Points: Match

(6 points possible)

	Possible Points	Where to Find	Total Points
Does project include 25% match?	6	Project Application	

2017 Napa CoC Program Review and Rank Supplemental Application

Please return **this form** by **Friday, June 16, 2017 at 5 pm** by e-mailing napa@homebaseccc.org

Project Name	
Agency Name	
Contact Name	
Contact Email Address	
Contact Phone #	

2017 Continuum of Care Grants RENEWAL APPLICANTS

I. Consistency with Community Needs

a. Beds Dedicated to Chronically Homeless Persons

Please indicate the number and percent of beds in your project that fall into each category.

Note: These responses should be consistent with Project Application Section 4B.

Category of Bed	Number of Beds	% of Beds
A. Total Beds		
B. Total Dedicated Chronically Homeless Beds		[__ = B/A]
C. Total NON-Dedicated Chronically Homeless Beds		
D. Total number of beds that are not dedicated to the chronically homeless but where the chronically homeless will have priority for admission when a bed becomes available through turnover. *		[__ = D/C]

*Note: If no chronically homeless person who qualifies for your project is reasonably available, your project should fill the bed with a non-chronically homeless person as appropriate.

b. Severity of Needs

Does your project allow entry to persons with low or no income, current or past substance use, criminal records (with the exceptions of restrictions imposed by federal, state or local law or ordinance), and history of domestic violence?

Yes No

If no, please explain the limitations:

c. Affirmatively Furthering Fair Housing

Does your project engage in any of the following outreach procedures to identify and engage homeless individuals and families, including meaningful outreach to persons with disabilities and limited English proficiency, and measures to market to those least likely to access services?

Direct outreach and marketing:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Use of phone or internet-based services like 211:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Marketing in languages commonly spoken in the community:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Making physical and virtual locations accessible to those with disabilities	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Other (please describe below)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Other outreach procedures (please list):

II. Outcomes

a. Program Outcomes

Did your project serve more or less households than planned? If so, why?

b. Program Targets

Please state your project’s targets for the upcoming grant year.

Note: Target is the number of applicable clients from the universe who are expected to achieve the measure within the operating year. Universe is the total number of persons about whom the measure is expected to be reported.

Measure	Target #	Universe #	Target %
<p>Housing: Persons remaining in permanent housing as of the end of the operating year or exiting to permanent housing (subsidized or unsubsidized) during the operating year.</p>			
<p>Income: Choose EITHER (a) OR (b).</p> <p>a) Persons age 18 and older who maintained or increased their total income (from all sources) as of the end of the operating year or program exit.</p> <p>b) Persons age 18 through 61 who maintained or increased their earned income as of the end of the operating year or program exit.</p>			
<p>Additional Performance Measures: Please list any additional performance measures and targets for these measures.</p>			

c. Length of Stay

Does your project track the length of stay of participants?

- Yes No

III. Housing First

Please check whether the following statements apply to your project. Please attach any relevant written policies and/or describe unwritten policies.

Tenant screening and selection practices promote the acceptance of applicants regardless of their sobriety or use of substances, completion of treatment, and participation in services.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Housing that the program provides or helps to subsidize accepts referrals directly from shelters, street outreach, drop-in centers, and other parts of the crisis response system frequented by vulnerable people experiencing homelessness.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Participation in services or program compliance is not a condition of housing tenancy (unless required by HUD regulations).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Use of alcohol or drugs in and of itself (without other lease violations) is not considered a reason for eviction.	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you responded “no” for any of the questions above, in no more than 1 page, single-spaced, please indicate the reason(s).

IV. Agency/Collaborative Capacity

a. Monitoring and Audit Findings

Does the project have any outstanding HUD findings and/or financial audit findings?

Yes No

Since June 1, 2013, has HUD de-obligated any grant funds awarded to this project?

Yes No

If yes, please indicate the date, amount, and reason. Add rows as needed.

Date	Amount De-Obligated	Reason for De-Obligation

b. Grant Draw Downs

Please state when your agency drew down HUD funds for this project for the most recently completed grant year. Add rows as needed.

Date	Amount Drawn Down

c. CoC Participation

Please describe your agency’s level of participation in the Napa CoC meetings from July 1, 2016 to June 5, 2017, including how many CoC General and/or CoC Board meetings at least one member of your staff attended.

Please identify anyone from your agency who serves on the CoC Board or a CoC committee and identify the specific committee.

Agency Staff Name	CoC Board or Committee Membership (Identify the Committee)

V. HMIS Projects Only

Does the project conduct trainings and otherwise prepare projects for the new HUD Data Standards?

Yes No

Does the project provide data in a form that can be analyzed to assist the CoC in assessing homeless needs, allocating resources, and coordinating services and assessment system?

Yes No

Does the project generate complete and accurate reports to assist the CoC in evaluating system performance measures?

Yes No

VI. Coordinated Entry Projects Only

Has the project been performing in compliance with the timetable for implementing Coordinated Entry? Have they conducted trainings and otherwise prepared projects for system integration?

Yes No

Has the project provided data in a form that can be analyzed, to assist the Continuum of Care in assessing homeless needs can be assessed, allocate resources, and coordinate services?

Yes No

Does the project enable the Continuum of Care to prioritize people with the greatest needs for housing and homeless assistance?

Yes No

Does Coordinated Entry provide data to assist the Continuum of Care in evaluating its progress with regard to HUD System Performance Measures?

Yes No

2017 Napa CoC Program Review and Rank
Supplemental Application
For New and Expansion Projects

Please return this form by **Friday, August 11, 2017 at 5:00pm** by e-mailing napa@homebaseccc.org

Project Name	
Agency Name	
Contact Name	
Contact Email Address	
Contact Phone #	

DOCUMENTATION CHECKLIST

All applicants - please submit **scanned electronic copies via email** to napa@homebaseccc.org of the following documents.

OR EACH PROJECT:

- The appropriate New Project Supplemental Application Form (*i.e.*, this form) **for each project**.
- The full project application (formerly known as Exhibit 2) from e-snaps. IMPORTANT NOTE: Please do not hit submit in e-snaps until after the local competition.
- All match letters that your agency has gathered with respect to the proposed application. **Do NOT provide the originals**; those should go on file at your agency.
- A PDF of your proposed project budget, including both CoC funding and non-CoC funding

OR EACH AGENCY:

- HUD monitoring letters, audit findings, and/or de-obligation correspondence** received during or after June 2016, related to any HUD grant received by your agency, **AND** a copy of any **outstanding** HUD audit findings irrespective of the date of the findings.

**2017 Continuum of Care Grants
NEW APPLICANTS**

I. Project's Work is Consistent with HUD Priorities

a. HUD Priorities

For what project component type are you applying?

- Permanent Supportive Housing for chronically homeless
- Rapid Re-Housing for individuals, families or unaccompanied youth who come directly from the streets, emergency shelters, or are fleeing domestic violence or other persons who meet the criteria of paragraph (4) of the definition of homeless
- Supportive Services Only specifically for a centralized or coordinated assessment system
- Homeless Management Information System

II. Project Design & Readiness

a. Program Design

Will the project be ready to start by HUD's statutory deadline of September 30, 2018?

Yes No

For Permanent Supportive Housing / Rapid Re-Housing / Joint TH and PH-RRH:

Please provide an overview of the homeless population to be served and the housing and services to be provided by your project. Please highlight how the type of the supportive services offered (regardless of funding source) will ensure that participants obtain or retain permanent housing.

What innovative or evidence-based practices will this project use?

Please describe how the type of housing will fit the needs of program participants, and how participants will be assisted in obtaining and remaining in permanent housing in a manner that fits their needs.

Please describe any plans in place to help participants obtain mainstream health, social, and employment income and benefits.

Please list all anticipated staff positions that will implement this project (from all funding sources):

Title	FTE	Program Responsibilities

Will staff be trained to meet the needs of the population served?

Yes No

If yes, how?

Will the project include involvement of clients in designing and operating the program?

Yes No

If yes, how?

Will the service delivery method include culture-specific/sensitive elements?

Yes No

If yes, what?

Will the program be physically accessible to persons with disabilities?

Yes No

b. Services Partnership or Capacity (For Housing Projects Only)

Will your agency provide supportive services? If so, what services and what is the approximate value of the services?

Supportive Services Provided	Approximate Value of Services

What other partner agencies, if any, will provide supportive services for this program? Do you have a signed letter of commitment/MOU to submit with the Project Application?

Partner Agency	Supportive Services Provided	Letter/MOU (Yes/No)

c. Program Outcomes

Please state your project’s targets for the upcoming grant year.

Note: Target is the number of applicable clients from the universe who are expected to achieve the measure within the operating year. Universe is the total number of persons about whom the measure is expected to be reported.

Measure	Target #	Universe #	Target %
Housing: Persons remaining in permanent housing as of the end of the operating year or exiting to permanent housing (subsidized or unsubsidized) during the operating year.			
Income: Choose EITHER (a) OR (b). a) Persons age 18 and older who maintained or increased their total income (from all sources) as of the end of the operating year or program exit. b) Persons age 18 through 61 who maintained or increased their earned income as of the end of the operating year or program exit.			
Additional Performance Measures: Please list any additional performance measures and targets for these measures.			

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III. Agency Capacity

a. Monitoring and Audit Findings

Does the agency have any outstanding HUD findings and/or financial audit findings?

Yes No

Does the agency drawn down grant funds regularly throughout the year?

Yes No

If yes, please indicate the date, amount, and reason.

Date	Amount Draw Down	Reason for Draw Down

Since June 1, 2014, has HUD de-obligated any grant funds awarded to this project?

Yes No

If yes, please indicate the date, amount, and reason.

Date	Amount De-Obligated	Reason for De-Obligation

b. HMIS Participation

Is the agency/program actively participating in the HMIS, or furthering the goals of the system by providing information or infrastructure?

Yes No

If yes, please provide your HMIS Data Completeness Report Card.

What percentage of the program's clients have data entered into HMIS?

--

c. CoC Participation

Does your agency and/or project sponsor participate in the CoC and Continuum of Care-related committee meetings?

Yes No

d. Quality Assurance

Does your agency maintain policies, procedures, and actions to ensure continuous quality improvement?

Yes No

How does your agency train its staff to meet the needs of the population to be served and ensure high quality of care?

Does your agency assess quality of service and consumer satisfaction through surveys, focus groups, etc.?

Yes No

Does your agency monitor program performance using data?

Yes No

IV. Reallocation Bonus

Did your agency voluntarily reallocate a renewal project?

Yes No

If yes, how much funding was reallocated and what was the project type?

V. Coordinated Entry Projects Only

Will the system be made easily accessible for all persons within the CoC's geographic area who are seeking information regarding homelessness assistance?

Yes No

What is the strategy for advertising the program to reach homeless persons with the highest barriers within the CoC's geographic area?

Will you use the VI-SPDAT as the standard assessment process?

Yes No

How will you ensure that program participants are directed to appropriate housing and services that fit their needs?

VI. HMIS Projects Only

Will the funds be expended in a way that is consistent with the CoC's funding strategy and HMIS implementation?

Yes No

Will the HMIS project collect all required elements according to the HMIS Data Standards?

Yes No

Will the HMIS project un-duplicate client records?

Yes No

Will the project produce all HUD-required reports and provide the data needed for HUD reporting?

Yes No

Will the project conduct trainings and otherwise prepare projects for the new HUD Data Standards?

Yes No

Will the project provide data in a form that can be analyzed to assist the CoC in assessing homeless needs, allocating resources, and coordinating services?

Yes No

If the answer to any of the above questions was "yes," please provide any relevant explanations or context below:

VII. Expansion Projects Only

Please explain the part of the project being expanded, and how this will further project goals and community priorities to end homelessness:

Is the expansion project planning to use HUD funds to replace other funding sources?

Yes

No

Napa PSH (01/01/18-12/31/18) (PSH)

Buckelew Programs

Project Overview

Buckelew Programs' mission is to enhance the quality of life of 11 individuals in the Napa community by providing mental, emotional, behavioral health and addiction services that promote recovery, resilience, and hope.

In Napa County, we assist residents who experience a mental health and/or substance abuse disorder through services that help individuals live and work independently in the community, including housing.

We address homelessness in the Napa community by providing master-lease housing, a best practice for housing low income residents with special needs who would not be able to afford housing otherwise. We use housing first practices and will begin using coordinated entry for referrals to the program.

Program at a Glance

Funding Category	PSH
Amount of Grant	\$243,499.00
Persons Served in Last Operating Year	12 households (12 adults 0 children) Of the persons served last year, at entry 12 were mentally ill, 5 had experience with alcohol abuse, 5 had experience with drug abuse, 1 had HIV/AIDS and related diseases, 7 had a chronic health condition, 0 had a developmental disability, and 2 had a physical disability. Of the persons served last year, at entry, 0 had no conditions, 3 had one condition, 3 had two conditions, and 6 had three or more conditions. 6 of the adults served had past domestic violence experience; 0 had domestic violence experience in the past year. The program served 1 seniors and 0 veterans.

Consistency With Community Needs and Contribution to Improving System Performance

Project Type

PSH

Prioritization of Beds for Chronically Homeless Participants

2 of 11 (18%) of project beds are dedicated to chronically homeless individuals or families.

9 of 11 (82%) of project beds are prioritized for chronically homeless individuals or families.

Severity of Needs

Does the project allow entry to persons with low or no income, current or past substance use, criminal records (with the exceptions of restrictions imposed by federal, state or local law or ordinance), and history of domestic violence?

Yes.

Affirmatively Furthering Fair Housing

Does your project engage in any of the following outreach procedures to identify and engage homeless individuals and families, including meaningful outreach to persons with disabilities and limited English proficiency, and measures to market to those least likely to access services?

Direct outreach and marketing	No
Use of phone or internet-based services like 211	Yes
Marketing in languages commonly spoken in the community	No
Making physical and virtual locations accessible to those with disabilities	Yes
Other (please describe)	Bucklelew Programs will be using the CoC coordinated entry system for all program referrals.

Outcomes that Contribute to Improving System Performance on Measures Related to Successful Placement or Retention of Housing and Employment/Income Growth

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

Keep in mind that outcomes will naturally be lower in a more difficult to serve population such as chronically homeless people, homeless people with mental and/or addictive illnesses.

Program Occupancy

The average unit occupancy rate for this program is 100.0%.



Unit Occupancy Rates (Four Points In Time)

January	100.0% (11 of 11)
April	100.0% (11 of 11)
July	100.0% (11 of 11)
October	100.0% (11 of 11)

Did your project serve more or less households than planned? If so, why?

For all of 2016 we were at capacity of serving 11 households.

In 2017 we are currently serving 10 participants due to a lease for one of our units not being renewed after the death of the participant. Due to the FMR of \$1228.00 and the lack of housing available in Napa County, Buckelew Programs has been unable to replace the unit.

We are finding it very difficult to find housing within the FMR of \$1228.00 per month for a 1 bedroom unit. The market is very competitive and units are not on the market long. The range for one bedroom units seems to be \$1400.00 and up.

Unfortunately, we continue to be at risk to losing our current leases with one of the complexes we rent from, the new owners have expressed their intention of not renewing our leases as current tenants move out. The management has also noted that if a tenant has lease violations they can and will receive a notice to vacate. Our staff continues to work with the complex management and tenant to avoid landlord-tenant issues and to educate tenants regarding the rules and policies. Program staff are available to the tenants and landlord as needed to maintain a good working relationship.

Program Goals

<i>Performance Area</i>	<i>Goal</i>
Housing Goal	The % of persons who remained in the permanent housing program as of the end of the operating year or exited to permanent housing (subsidized or unsubsidized) during the operating year.
Income Goal	The % of persons age 18 and older who maintained or increased their total income (from all sources) as of the end of the operating year or program exit.
Additional Performance Measure(s)	Clients who will not require psychiatric hospitalization during the operating year

Housing Outcomes

11 of 11 (100.0%) of participants remained housed in the project for at least twelve months, excluding participants who entered the project less than twelve months ago and remain in the project.

Income and Mainstream Benefits Outcomes

Adults with Increased Income:

9 of 12 (75.0%) of adult participants maintained or increased their total income between entry and follow-up or project exit.
 Note: Participants who maintained an income of zero are not counted as having experienced a positive outcome.

Adults with Mainstream Benefits:

8 out of 12 adult participants (66.7%) had at least one source of cash income by follow-up or exit.
 Note: This includes all cash income sources except for earned income.

12 out of 12 adult participants (100.0%) had at least one non-cash benefit by follow-up or exit.

12 out of 12 adult participants (100%) had at least one cash or non-cash mainstream benefit by follow-up or exit.

Length of Stay

Does the project track the length of stay of participants?

Yes.

Budget

Please see Additional Application Materials for proposed budget.

Housing First

Housing First Principle	Project Alignment
Tenant screening and selection practices promote the acceptance of applicants regardless of their sobriety or use of substances, completion of treatment, and participation in services.	Yes
Housing that the program provides or helps to subsidize accepts referrals directly from shelters, street outreach, drop-in centers, and other parts of the crisis response system frequented by vulnerable people experiencing homelessness.	Yes
Participation in services or program compliance is not a condition of housing tenancy (unless required by HUD regulations).	Yes
Use of alcohol or drugs in and of itself (without other lease violations) is not considered a reason for eviction.	Yes

Agency and Collaborative Capacity

Does the agency have any outstanding HUD/agency findings and/or financial audit findings?

No.

Are the grant funds being drawn down regularly throughout the grant year?

Yes.

- 6/28/16: \$69,731.00
- 7/6/16: \$52,598.29
- 3/29/17: \$58,320.00

Has HUD deobligated any of the agency's/program's grant funds because of monitoring findings, under-spending, or untimely drawdowns?

Yes.

Date	Amount De-obligated	Reason for de-obligation
2016	\$62,846.71	Unused portion
2015	\$44,470.00	Unused portion
2014	\$24,080.00	Unused portion
2013	\$24,988.00	Unused portion
2013	\$53,280.00	Unused portion

CoC Participation

Staff attended all 6 CoC General Meetings during that time period.

Agency Staff Who Serve on the CoC Board or a CoC Committee

- Claudia Mares, HEARTH, Coordinated Entry
- Eric Simonsen, HEARTH

HMIS

0.0% of required HMIS data elements were null or missing, across all project participants.

2 of 2 (100.0%) exited to a known destination.

Match

Please see Additional Application Materials for proposed budget.

OVERVIEW

This document establishes minimum standards for housing and services funded by the Continuum of Care Homeless Assistance (CoC) Program and the Emergency Solutions Grants (ESG) Program. The Napa CoC will work to ensure programs providing outreach, shelter, housing, and other services to individuals experiencing homelessness in Napa County will be coordinated and integrated, and follow best practices in a manner consistent with the programs' funding sources and populations they serve.

All providers of housing and services shall take actions to create an effective, welcoming, and affirming environment for all program participants and employees, including, but not limited to, persons of all races, ethnicities, ages, abilities, sexual orientation, gender identities and gender expressions.

GENERAL STANDARDS

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iii. Participation in HMIS

All CoC- and ESG- funded projects must ensure that data on all persons served and all activities provided under these federally funded programs are entered into the HMIS, in accordance with HUD's standards on participation, data collection, and reporting under a local HMIS. **Victim service providers may use a comparable database, independent from the HMIS.** All CoC- and ESG-funded projects must comply with the requirements in the Napa CoC HMIS Policies and Procedures Manual.

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vii. Safeguards for Special Populations

For providers serving special populations, **such as survivors of domestic violence,** families, seniors, mentally ill and disabled individuals, and veterans, safety and shelter safeguards shall be described in the service provider's policies and clearly communicated to program participants.

The Napa CoC is committed to ensuring safe access to shelter, housing and services for survivors of domestic violence and works with local domestic violence shelters to ensure safety planning and appropriate referrals. The CoC shall create an Emergency Transfer Plan to comply with the Violence Against Women Act (VAWA), 24 CFR 5.2005 and 24 CFR 578.99(j)(6) to protect victims of domestic violence, dating violence, sexual assault or stalking serviced by the CoC. This plan will be implemented through the Coordinated Entry System and all CoC- and ESG-funded agencies and related staff. These agencies will provide emergency transfers for domestic violence survivors receiving rental assistance or otherwise residing in CoC- or ESG-funded units.

Households with children will be prioritized for services based on need, as indicated by factors such as vulnerability to victimization, number of previous homeless episodes, unsheltered homeless, criminal history, and bad credit or rental history. Veterans determined to be ineligible for federal Department of Veterans Affairs services will be eligible for CoC- and ESG-funded resources as appropriate. Providers shall make every effort to ensure that their services are accessible and appropriate for individuals and families with the highest barriers to housing and who are likely to be homeless the longest.

RAPID REHOUSING

The goal of Rapid Rehousing (RRH) assistance is to end homelessness and move participants into permanent housing as quickly as possible. RRH is also designed to provide individuals and families with the least amount of assistance necessary to ensure housing stability, and ensure individuals and families receiving assistance remain stably housed after the conclusion of such assistance.

As sufficient resources become available, CoC- and ESG-funded RRH providers will make every effort to rehouse eligible families that become homeless within 30 days of becoming homeless.

i. Eligibility for RRH Assistance

Eligibility requirements for RRH may vary depending on the funding source. Determination of eligibility must be based on the participant's status at intake, which is the time the participant enters the project and begins receiving assistance under the grant program. Eligibility must be clearly noted and documented in the participant's file. Perceived housing barriers such as lack of income or employment or sobriety shall not affect eligibility.

In order to qualify for RRH assistance in CoC-funded programs, households must fall within HUD's definition of "homeless":

1. Literally homeless;
2. At imminent risk of losing their primary night-time residence;
3. Unaccompanied youth under 25 years of age or families with children and youth who do not otherwise qualify as homeless under this definition but who are defined as homeless under another Federal statute and meet additional specified criteria; or
4. Fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions.

The CoC Program Notice of Funding Availability (NOFA), HCD's ESG funding requirements, or the program grant agreement may impose additional eligibility requirements not reflected in the regulation.

In order to qualify for RRH in ESG-funded programs according to 24 CFR §576.104, households must meet the criteria under paragraph 1 of the "homeless" definition in 24 CFR §576.2:

1. Living in a public or private place not meant for human habitation;
2. Living in temporary shelter, which includes congregate shelters and transitional housing, or
3. Exiting an institution where the individual or family has resided for 90 or fewer days and was living in shelter or in a place not meant for habitation before entering the institution.

Program participants will also be eligible if they meet the criteria under paragraph 4 of the HUD CoC Final Rule "homeless" definition and live in an emergency shelter or other place described in paragraph (1) of the ESG "homeless" definition.

.....

v. Service Requirements for RRH Assistance

Case managers will offer services in order to assist households to successfully retain housing and move off of the subsidy and into self-sufficiency. During the clients' participation in the program, case managers must meet with participants not less than once per month to assist the program participant in ensuring long-term housing

stability. Case management will be offered in a manner consistent with Housing First principles, and participation in services unrelated to obtaining or maintaining permanent housing is voluntary.

Services offered will include but are not limited to the creation of an individualized housing plan, designed to re-house and stabilize participants as quickly as possible. Participants are also provided assistance to locate and obtain a wide array of permanent housing, financial assistance for move-in and stabilization costs, other community resources (e.g., subsidized childcare, legal resources) and housing case management to help achieve Housing Plan goals.

Projects are exempt from the services requirement if the Violence Against Women Act of 1994 (42 U.S.C. 13925 et seq.) or the Family Violence Prevention and Services Act (42 U.S.C. 10401 et seq.) prohibits the recipient operating the project from making its housing conditional upon the participant's acceptance of services.

Programs may provide supportive services for no longer than 6 months after rental assistance stops.

HUD Annual Performance Report (APR)				
Programs Included in Dataset				
Agency	Program Name			
Community Action of Napa Valley (CANV)	Home To Stay			
Napa Police Department	Home To Stay			
NEWS	Home To Stay - Added Manually			
Wed Jun 14 08:39:21 AM 2017		Powered By		2 / 23

Napa County Continuum of Care
 2017 Continuum of Care Program Grants
RENEWAL PROJECT SCORING FACTORS
 2017 Rank & Review Approved 8.16.17

I. Overview

Threshold Requirements

All renewal projects are reviewed for compliance with the CoC Interim Rule, and to ensure they continue to meet community priorities and will meet the threshold requirements outlined in the 2017 Notice of Funding Availability.

Scoring Factors

Factor	Possible	Points Earned
1. Community Need	10	
2. Outcomes	52	
3. Budget	3	
4. Housing First	8	
5. Agency/Collaborative Capacity	15	
6. HMIS	10	
7. Match	2	
Total	100	

II. Detail

1. Project's Work is Consistent with Community Needs and Contributes to Improving System Performance (10 points possible)

Does the project consider the severity of needs and vulnerabilities experienced by program participants in their provision of services? Needs and vulnerabilities include: low or no income, current or past substance abuse, a history of victimization (e.g., domestic violence, sexual assault, childhood abuse), criminal histories, and chronic homelessness.

	Possible Points		Total Points
Project prioritizes chronically homeless individuals or families.	5	Award 5 points if project dedicates all of its beds to CH individuals/families . Award 3 points if project dedicates 75% or more of its beds to CH. Award 5 points if project that does not dedicate 75%+ of its beds to CH prioritizes all of its beds made available through turnover to CH individuals/families.	
Severity of Needs: Award 3 points for being "low-barrier," meaning the project allows entry to program participants that includes low or no	3		

income, current or past substance use, criminal records – with the exceptions of restrictions imposed by federal, state or local law or ordinance, and history of domestic violence.			
Affirmatively Furthering Fair Housing: Award 2 points for specific outreach procedures in place to identify and engage homeless individuals and families, including meaningful outreach to persons with disabilities and limited English proficiency, and measures to market to those least likely to access services.	2		

Napa County Continuum of Care
 2017 Continuum of Care Program Grants
NEW PROJECT SCORING FACTORS
 2017 Rank & Review Approved 8.16.17

III. Overview

Threshold Requirements

All new projects will be reviewed for compliance with the eligibility requirements of the CoC Interim Rule and Subsequent Notices, and must meet the threshold requirements outlined in the 2017 Notice of Funding Availability.

Scoring Factors

Factor	Possible	Points Earned
5. Project's Work is Consistent with HUD Priorities	20	
6. Project Design and Readiness	30	
7. Agency Capacity	40	
8. Budget	10	
TOTAL	100	
Reallocation Bonus*	5	
*Note: Reallocation Bonus available for projects that voluntarily reallocate a renewal project		

.....

3. Agency Capacity

(40 points possible)

Factor	Possible Points	Total Points
3.A. Agency Capacity <ul style="list-style-type: none"> • Does the agency have the expertise, staff, procedural, and administrative structure needed to meet all grant audit, administrative, and reporting requirements? • Does the agency draw down grant funds regularly throughout the grant year? • Does the agency have any outstanding HUD findings and/or financial audit findings? • Has HUD deobligated any of the agency's grant funds in the past three operating years? • Does the application packet that was submitted reflect an agency with capacity that is sufficient to carry out the HUD administrative requirements? 	20	
3.B. HMIS Participation Is the agency/program actively participating in the HMIS, or furthering the goals of the system by providing information or infrastructure? <ul style="list-style-type: none"> • Consider: the percentage of the program's clients who have data entered into HMIS; HMIS Data Completeness Report Card Note: Domestic Violence programs do not participate in HMIS.	5	

----- Forwarded message -----

From: **Freitas, Brandee** <Brandee.Freitas@countyofnapa.org>
Date: Mon, Jul 24, 2017 at 8:42 AM
Subject: [Napa CoC] 2017 CoC Notice of Funding Opportunity
To: "napa-coc@googlegroups.com" <napa-coc@googlegroups.com>

Dear Napa CoC,

The U.S. Department of Housing and Urban Development (HUD) released the FY 2017 Continuum of Care Program Competition Notice of Funding (NOFA) on July 14, 2017. Communities must submit the final consolidated application by September 28.

The NOFA is posted on HUD's website at <https://www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Competition-NOFA.pdf>. A copy is attached. Also attached is a summary of the 2017 NOFA. We will be discussing this opportunity at the August 3, 2017 meeting of the CoC. All are welcome and encouraged to attend.

Technical Assistance Workshop:

On **July 28, 2017** the CoC will be hosting a mandatory **Technical Assistance Workshop** for all renewal and potential applicants for the 2017 CoC funding. We encourage agencies that do not currently receive CoC Program funds, as well as current recipients, to attend and consider applying for these funds. **This meeting will take place online on Friday, July 28, 2017 at 10 a.m. It is highly recommended that participants access the webinar at the below link via your computer, but if you are unable to access a computer you may dial in.**

Meeting information:

July 28, 2017, 10 a.m. to noon

You may join from this link:

<https://homebaseccc.zoom.us/j/173474213>

Dial: [+1 646 558 8656](tel:+16465588656)

Meeting ID: 173 474 213

Please RSVP at napa@homebaseccc.org to confirm participation and discuss computer setup requirements for this online meeting. If you are not able to send a representative, please contact napa@homebaseccc.org to discuss training needs.

Thank you,

Brandee Freitas

Staff Services Analyst – Homeless Services

Napa County Health and Human Services Agency - Operations

2751 Napa Valley Corporate Drive - Building B

Napa, CA 94558

P:[\(707\) 299-2105](tel:(707)299-2105)

F:[\(707\) 299-4193](tel:(707)299-4193)

Brandee.Freitas@countyofnapa.org

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If you have any questions, please email napa@homebaseccc.org.

You received this message because you are subscribed to the Google Groups "Napa County Continuum of Care" group. To unsubscribe from this group and stop receiving emails from it, send an email to Napa-CoC+unsubscribe@googlegroups.com.

For more options, visit <https://groups.google.com/d/optout>.

--



HomeBase

Jean Field | Staff Attorney
870 Market Street | Suite 1228 | San Francisco CA 94102
ph [415.788.7961, ext. 327](tel:415.788.7961) | fax [415.788.7965](tel:415.788.7965)
www.homebaseccc.org

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

2 attachments



Napa NOFA Summary 2017.pdf
147K



FY-2017-CoC-Program-Competition-NOFA.pdf
1044K

CoC Funding Notices

[Napa NOFA Summary 2017](#)

[FY 2017 CoC Program Competition NOFA](#)

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TA Workshop - 2017 Napa CoC NOFA Competition

11 messages

Ali Rabe <ali@homebaseccc.org>

Thu, Jul 27, 2017 at 5:10 PM

To: "Bezaire, Nui" <Nui.Bezaire@countyofnapa.org>, "Freitas, Brandee" <Brandee.Freitas@countyofnapa.org>, "Clark, Andrea" <aclark@cityofnapa.org>, Julian Leiserson <jleiserson@abodeservices.org>, Karen Erickson <kerickson@abodeservices.org>, Kathy Sparrow <KathyS@buckelew.org>

Cc: "HomeBase Team (napa@homebaseccc.org)" <napa@homebaseccc.org>

Dear Napa CoC,

We are looking forward to the Technical Assistance Workshop for all parties interested in applying for Continuum of Care (CoC) funding on Friday, July 28 at 10 a.m. via webinar. New applicants are encouraged to attend.

From your computer, you may join from this link: <https://homebaseccc.zoom.us/j/173474213>.

If you will not have access to a computer during the meeting time, you may dial-in: [+1 646 558 8656](tel:+16465588656), meeting ID: 173 474 213.

We are attaching a set of materials which will be covered during the webinar:

1. TA Workshop Agenda
2. List of FY17 Renewal Applicants
3. Program Timeline & Local Process
4. NOFA Technical Assistance Handbook
5. Materials Checklist for Rank & Review, e-snaps
6. Supplemental Application to be completed by new projects
7. NOFA Summary
8. Process for Completing Renewal Project Application Screens
9. Renewal Project Scoring Tool
10. New Project Scoring Tool
11. HMIS & CE Scoring Tool

You may also access the materials [at this link](#). Please email napa@homebaseccc.org with any questions or call Ali Rabe at [415.788.7961 ext. 335](tel:415.788.7961).

Best,
Ali & Jean

--



Ali Rabe | Staff Attorney
870 Market Street | Suite 1228 | San Francisco CA 94102
ph [415.788.7961 ext. 335](tel:415.788.7961) | fax [415.788.7965](tel:415.788.7965)
www.homebaseccc.org

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

11 attachments

 **01. Technical Assistance Workshop Agenda.pdf**
41K

 **02. List of FY17 Renewal Applicants - Napa (from FY17 GIW).pdf**
21K

-  **03. Program Timeline & Local Process FY17 - Napa CoC.pdf**
82K
-  **04. TA Handbook - Napa CoC - 2017.07.27 Final.pdf**
1081K
-  **05. Materials Checklist - FY17 Napa CoC Program Competition.pdf**
33K
-  **06. Supplemental Application - New Projects - Napa CoC_FINAL 7.27.17.docx**
61K
-  **07. NOFA Summary FY17 - Napa CoC.pdf**
147K
-  **08. Process for Completing FY17 Renewal Project Application Screens.pdf**
155K
-  **09. Renewal Project Scoring Tool - Napa CoC R&R draft 7.20.17.pdf**
85K
-  **10. Napa CoC New Project Scoring Tool 2017 R&R draft 7.20.17.pdf**
88K
-  **11. HMIS & CE PROJECT SCORING TOOL Rank& Review 2017 - approved 5.4.17.pdf**
60K

2017 CONTINUUM OF CARE TECHNICAL ASSISTANCE WORKSHOP

JULY 28, 2017 - 10 A.M.

AGENDA

- I. Welcome & Introductions
- II. Orientation to Materials
 - a. Technical Assistance (TA) Handbook
 - b. Renewal Projects
 - c. Timeline and Local Process
 - d. Scoring Tools
 - e. Checklist for Applicants
 - f. Guide to Completing Renewal Applications (New)
- III. NOFA Competition Overview and Funding Available
- IV. Technical Assistance (TA) Handbook Review
- V. Local Timeline
- VI. Scoring Tools, Rank/Review and Appeals Process
- VII. Renewal Applications – Step by Step
 - a. HUD Application
 - b. Local Checklist
- VIII. Key Requirements for New Projects
- IX. Q & A

NOTE: All materials are available at <https://homebase.box.com/s/ke4tnvwbvqspl6yk0gsa4t2kec5rco6> and through email. HomeBase staff is available for questions at Napa@homebaseccc.org



A Tradition of Stewardship
A Commitment to Service

NAPA COUNTY CONTINUUM OF CARE

August 3, 2017 2:30-4:00pm
Queen of the Valley Community Outreach Conference Room
3448 Villa Lane, Suite 102, Napa, CA 94558

COC GENERAL MEETING AGENDA

Agenda Item	Activity/Outcome
1. Introductions	<i>Call to order</i>
2. Economic Self Sufficiency Committee - Update	<i>Tracy Lamb and/or Jennifer Palmer to provide an update on the Economic Self Sufficiency Committee meetings</i>
3. Homeless Veterans Working Group - Update	<i>Alejandra Gloria to provide an update on the Homeless Veterans Working Group Lanetta Smyth to provide an overview of the VASH voucher issuing process</i>
4. Coordinated Entry Policy & Procedure – discussion	<i>HomeBase to provide an overview of the Coordinated Entry Policy and Procedure – Board vote via email to follow</i>
5. CoC Written Standards	<i>HomeBase to provide an overview of the CoC Written Standards – Board vote via email to follow</i>
6. Scoring Tools	<i>HomeBase to provide an overview of the CoC NOFA Scoring Tools – Board vote via email to follow</i>
7. CoC NOFA – Update	<i>HomeBase to provide an update on the CoC NOFA, including renewal applications</i>
8. ESG NOFA	<i>HomeBase to provide an overview of the ESG NOFA, email sent out by HCD on 8-2-17</i>
9. Vacant Board Seats	<i>Brandee Freitas to lead discussion on vacant CoC Board seats</i>
10. Community Announcements	<i>Public comment and announcements</i>
11. Agenda Items for Next Meeting	<i>Discussion of items for next meeting</i>

Reminders:

- The next **CoC Board Meeting** will be held on **September 7, 2017**. CoC Board meetings are open to the public, and focus on the CoC Board determining strategies, making decisions, and implementing action steps.
- The next **CoC General Meeting** will be held on **October 5, 2017**. CoC General Meetings are open to the public, and provide information on issues of broad interest to the community, such as national best practices for addressing homelessness.
- Please email any requested Agenda Items to Brandee.Freitas@countyofnapa.org.
- To ensure you are receiving all CoC updates please join the Napa CoC Google group by emailing Brandee Freitas at Brandee.Freitas@countyofnapa.org. Once your email has been received you will be sent an invitation to join the group.



Freitas, Brandee

to napa-coc, napacocb, napa ▾

Aug 28 ☆



Dear CoC project applicants, Board members, and community:

Many thanks to the 2017 Napa CoC Review & Rank Panel for their thoughtful review of the project applications submitted during this year's local competition. The Review & Rank Panel's preliminary priority listing is attached.

Under Napa's CoC NOFA process, applicants have the opportunity to appeal prior to the list being finalized by the CoC Board. The Appeals Committee will only be established if an applicant requests an appeal. For more information about this process, the 2017 Napa CoC Local Process is attached.

Below is the timeline for appeals and Board approval:

- August 29, 2017: Deadline for submitting Appeal of Review & Rank Panel decisions. Applicants may request scores and appeal by sending an email to Napa@homebaseccc.org or calling (415) 788-7962, ext. 335.
- August 31, 2017: Appeals considered and decisions announced.
- September 7, 2017: Board approval of Priority Listings; Priority Listings finalized.

Thank you,

Brandee Freitas
Staff Services Analyst – Homeless Services
Napa County Health and Human Services Agency - Operations

2751 Napa Valley Corporate Drive - Building B
Napa, CA 94558

P:(707) 299-2105

F:(707) 299-4193

Brandee.Freitas@countyofnapa.org

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Napa CoC widely publicized all phases of the NOFA announcement, review, project selection, and application process through discussion at noticed and open meetings, dissemination to a CoC and community listserv of more than 80 participants, and on the County of Napa’s CoC website. All review and selection processes were drafted and approved by the CoC committees and CoC Board.

ATTACHMENT: PUBLIC POSTING PROJECT SELECTIONS, RANKING AND COC APPLICATION

DOCUMENT SATISFYING REQUIREMENT	PAGE
1. Public Notice and Posting Evidence of the Objective Ranking Procedure and Selection Process	
a. 7/24/17 – Email to CoC Listserv with Public Technical Assistance Workshop	2
i. Announcement of competition	2
ii. Invitation to new projects	
b. 8/2/17 – Screenshot of 2017 HUD CoC NOFA Public Posting of Local Competition Summary and Competition Rules	3
i. Screenshot that contains scoring tools	
c. 7/27/17 – Invitation to Technical Assistance Workshop; Agenda; Local Competition Materials, including Local Process, Rating and Review Procedure, Appeals Process, Reallocation Process	4
d. 8/3/17 Agenda for publicly noticed and open CoC meeting, addressing CoC NOFA, ranking and selection process, and scoring tools.	6
2. Public Notice and Posting Evidence of Ranking Procedure and Results	
a. 8/28/17 – Email To CoC Listserv and project applicants attaching preliminary priority list and opportunity to appeal	8
b. 9/7/17 – Agenda of CoC Board meeting in which Priority Listing reviewed, discussed and voted on	9
c. 9/11/17 Email to Napa CoC with Board-approved Priority List	11
3. Public Posting of CoC Consolidated Application and Priority Listing	
a. DATE email to CoC Listserv informing applicants, CoC Board, and CoC members of the posting of the FY 2017 Consolidated Application and Priority Listing	
b. Evidence of posting the Consolidated Application and Priority Listing on Napa County website on DATE	

Freitas, Brandee
to napa-coc [Unsubscribe](#)

8:42 AM (2 hours ago) ☆

Dear Napa CoC,

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Please RSVP at napa@homebaseccc.org to confirm participation and discuss computer setup requirements for this online meeting. If you are not able to send a representative, please contact napa@homebaseccc.org to discuss training needs.

Thank you,

Brandee Freitas
Staff Services Analyst - Homeless Services
Napa County Health and Human Services Agency - Operations

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Brandee.Freitas@countyofnapa.org

CoC Funding Notices

[Napa NOFA Summary 2017](#)

[FY 2017 CoC Program Competition NOFA](#)

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The screenshot shows the Napa County Health and Human Services website. The header includes the Napa County logo and navigation links for RESIDENTS, BUSINESSES, VISITORS, Departments, Services, and How Do I... The main banner features the text "WE ARE NAPA COUNTY HEALTH AND HUMAN SERVICES HOMELESS SERVICES" with an image of hands holding a microphone. A "CoC Funding Notices" box is highlighted, containing links to "Napa NOFA Summary 2017" and "FY 2017 CoC Program Competition NOFA". The left sidebar includes a "CONTACTus" section with phone number (707) 259-8133 and a "DEPARTMENTlinks" section listing various services like Child Welfare, Alcohol and Drug, and Homeless Services. A "NEED SOME HELP?" button is also present.

ATTACHMENT: CoC's Process for Reallocation

- 1) **Note: Napa Continuum of Care did not reallocate any projects in the FY2016-FY2017 application; however, in FY2015 two renewal projects voluntarily reallocated their entire funding and the reallocation process resulted in funding for two new PSH projects for an applicant who had not previously provided PSH. All current HUD-funded projects are high-performing, and are of project types prioritized by HUD: PSH, RRH, or HMIS/Coordinated Entry.**
- 2) **Napa has in place a process for reallocating that**
 - a. **Provides a 5-point incentive in scoring for reallocating projects;**
 - b. **Is communicated throughout the CoC's geographic area; and**
 - c. **Encourages new and existing providers to apply for new projects**

See attached:

1. Napa CoC Local Process – Section IV. of the Napa CoC Governance Charter	2
a. Reallocation process	3
2. Reallocation Bonus: Napa New Project Scoring Tool provides 5 points (not available to other new/renewal projects) for projects that voluntarily reallocate a renewal project, providing 105 available points vs. 100 maximum for non-reallocating projects	8
3. 7/24/17 Email to listserv announcing NOFA, encouraging new applicants to attend technical assistance workshop and consider applying. (Reallocation information in attached NOFA program summary.)	9
4. 8/2/17 Public posting of NOFA announcement on Napa CoC website. (Reallocation information in attached NOFA program summary.)	12
5. 7/27/17 Email to potential applicants/existing projects with CoC Process for Application, including Reallocation Process	13
6. Public posting of NOFA/ solicitation of new project applicants /attendance at TA Workshop, NOFA Program Summary – posted on Napa County website 8/2/17	13
a. NOFA Program Summary – sent to all providers and potential applicants; posted on website 8/2/17; discussed at CoC meeting 8/3/17	15
i. Eligible new projects	19
ii. Eligible reallocation projects	20

OVERVIEW OF THE PROJECT REVIEW PROCESS / NOFA SUBMISSION TIMELINE

Immediately after HUD's Continuum of Care Program Notice of Funding Availability (NOFA) is released, the Collaborative Applicant (or its designee) will coordinate and carry out all of activities needed to successfully submit an application on behalf of the Napa CoC. The following is an overview of the timeline of tasks for NOFA submission (outlined in the Napa CoC Governance Charter). The timeline is subject to change annually, depending on HUD/NOFA requirements.

- Prior to the NOFA release, the Collaborative Applicant will design scoring tools and any corresponding local application materials to assist in the review and ranking of all renewal and new project applicants. These materials will take into consideration both local and HUD priorities.
- The scoring tools will be finalized and presented to the CoC Board (CoCB) for review and approval.
- Upon publication of the NOFA, the Collaborative Applicant will schedule and announce a time and date for a Technical Assistance Workshop. These details will be distributed to the entire CoC.
- All applicants/potential applicants participate in the NOFA Technical Assistance Workshop. At the workshop, the Collaborative Applicant will present an overview of the HUD CoC NOFA, including details about available funding and any major changes in the application from previous years. Applicants will also be oriented to the process for reviewing and ranking applications, which will cover any supplemental local application materials and the scoring tool and applicable dates. Applicants will also have a chance to ask any questions about both the local and HUD application processes.
- Applicants complete local application materials by a date announced at the Technical Assistance Workshop, typically within four (4) to six (6) weeks of the NOFA release (and generally not less than thirty (30) days prior to the NOFA submission deadline).
 - Any late application received within forty-eight (48) hours of the due date/time will receive a fifteen (15) point score reduction. Late applications received after forty-eight (48) hours will not be accepted.
 - Incomplete applications cannot be cured for the Review and Rank Panel scoring process but must be corrected prior to HUD submission.
- Qualified, non-conflicted Review and Rank Panel members are recruited and oriented to the local review and ranking process. (See below for more detail.)
- The Review and Rank Panel members receive all local application and scoring materials and review and score each program's application.
- The Review and Rank Panel meets to jointly discuss each application, interview applicants, and to comment on ways to improve individual applications. Panel members individually score applications based on the scoring tools. The ranked list is created by the following procedures:
 - One ranked list is prepared based on a compilation of Review and Rank Panel raw scores for each application.
 - Those applications that do not meet certain threshold requirements (as detailed on the scoring tool) will not be included on the ranked list.
 - The highest scoring and eligible new permanent housing project will be selected to apply for any "Permanent Housing Bonus" funding available through the NOFA.
 - In order to promote system performance by preventing returns to homelessness and promoting housing stability and retention, the CoCB has determined that Permanent Supportive Housing projects with a strong track record of performance as demonstrated through their APRs and other data, may be prioritized above any new projects that have not demonstrated their ability to better enhance system performance. Performance requirements for this purpose are projects that 1) meet HUD guidelines for Housing First; 2) maintain an 80% occupancy rate

(unless funded in the last two NOFA funding cycles, in which case occupancy rate may not yet have achieved 80%) and 3) participate in Homeless Management Information System.

- In order to promote system performance by promoting housing stability and retention and enabling newly funded PSH projects to quickly house and retain individuals in housing, the CoCB has determined that newly funded projects (those funded in the last two NOFA funding cycles) will be scored as renewal PSH projects and eligible to be prioritized above new projects as outlined above; and in the outcome measures of Section 2 of the Renewal Scoring Tool, points will be awarded based on pro-rated occupancy and capacity measures.
- The Review and Rank Panel determines if any renewal project should be considered or a decrease in funding due to substandard performance. Any funding captured from an existing project will be made available for reallocation to a new project that meets the requirements in the NOFA application.
- Scoring results are sent to applicants with a reminder of the appeals process at least 15 days before CoC Application deadline. (See below for more details on the appeals process.) In addition, projects are given feedback from the Review and Rank Panel on the quality of their application and ways they can improve their final submission to HUD.
- Appeals, if any, are considered.
- A final ranked project list is submitted to the CoCB for review and approval.
- The Collaborative Applicant collects all final Project Applications and submits them to HUD, along with the CoC Application, as part of the CoC's Consolidated Application.

REVIEW AND RANK PANEL MEMBERSHIP

The Collaborative Applicant recruits between three (3) and five (5) Review and Rank Panel members who are:

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

To serve on the Review and Rank Panel, members must:

- Sign a statement declaring that they have no conflict of interest and a confidentiality agreement; and
- Be able to dedicate time for application review and Review and Rank Panel meetings as scheduled by the Collaborative Applicant.

REALLOCATION OF PROJECT FUNDS

HUD allows CoCs to reallocate funds from non- and/or under-performing projects to higher priority community needs that also align with HUD priorities and goals. The Review and Rank Panel facilitates the reallocation discussion and process, in consultation with the CoC and CoCB. All final decisions about reallocation must be approved by the CoCB.

USING ALL AVAILABLE FUNDS

The Napa CoC will do everything possible to ensure it applies for all funds available to the community. Thus, if all on-time applications have been submitted and it appears that either: 1) the community is not requesting as

much money as is available from HUD, 2) no Permanent Housing Bonus (or other special project as defined by HUD) projects have been submitted, or 3) there are reallocated funds available, then:

- The Collaborative Applicant will email the CoCB and other interested parties (all homeless service and housing providers in the CoC area) with specifics regarding how much money is available and or which type of programs.
- The Collaborative Applicant will provide technical assistance and guidance, as needed, to ensure applicants understand the funding requirements.

Any additional applications for these funds will be due as soon as possible after this email is distributed, as determined by NOFA submission deadline.

Napa County Continuum of Care
2017 Continuum of Care Program Grants
NEW PROJECT SCORING FACTORS
2017 Rank & Review Approved 8.16.17

I. Overview

Threshold Requirements

All new projects will be reviewed for compliance with the eligibility requirements of the CoC Interim Rule and Subsequent Notices, and must meet the threshold requirements outlined in the 2017 Notice of Funding Availability.

Scoring Factors

Factor	Possible	Points Earned
1. Project's Work is Consistent with HUD Priorities	20	
2. Project Design and Readiness	30	
3. Agency Capacity	40	
4. Budget	10	
TOTAL	100	
Reallocation Bonus*	5	
*Note: Reallocation Bonus available for projects that voluntarily reallocate a renewal project		

II. Detailed Breakdown by Factor

1. Project's Work is Consistent with HUD Priorities and Contributes to Improving System Performance (20 points possible)

Factor	Possible Points	Total Points
1.A. HUD Priorities Coordinated entry = 20 points Permanent supportive housing = 20 points Rapid Re-housing = 10 points HMIS = 5 points	20	

2. Project Design and Readiness (30 points possible)

Consider the overall design of the project in light of its outcome objectives, and the Continuum of Care's goals that permanent housing programs for homeless people result in stable housing and increased income (through benefits or employment).

Threshold Criteria: The project must be ready to start by HUD's statutory deadlines.

Factor	Possible Points	Total Points

<p>2.A. Program Design</p> <p>For PSH; RRH; Joint TH and PH-RRH: Housing where participants will reside is fully described and appropriate to the program design proposed. Program design includes provision of appropriate supportive services.</p> <ul style="list-style-type: none"> • Will the type of housing, number, and configuration of units fit the needs of program participants? • Will the type of supportive services offered ensure successful retention or help participants obtain permanent housing? • Is there a plan in place that will help participants obtain mainstream health, social, and employment income and benefits? • Will participants be assisted with obtaining and remaining in permanent housing? • Does the project adhere to a housing first model? • Does the program design include the use of innovative or evidence-based practices? • Is the project staffed appropriately to operate the housing/services? • Are staff trained to meet the needs of the population to be served? • Does the program include involvement of clientele in designing and operating the program? • Does the method of service delivery described include culture-specific/sensitive elements? • Will the program be physically accessible to persons with disabilities? <p>For Coordinated Entry: Program design is in alignment with coordinated entry system design envisioned by CoC.</p> <ul style="list-style-type: none"> • Is the system easily accessible for all persons within the CoC’s geographic area who are seeking information regarding homelessness assistance? • Is there a strategy for advertising the program that is designed specifically to reach homeless persons with the highest barriers within the CoC’s geographic area? • Is there a standardized assessment process? • Does the program ensure that program participants are directed to appropriate housing and services that fit their needs? <p>For HMIS: Program design is in alignment with CoC’s data needs.</p> <ul style="list-style-type: none"> • Will the funds be expended in a way that is consistent with the CoC’s funding strategy and HMIS implementation? • Will the HMIS project collect all required elements according to the HMIS Data Standards? • Will the HMIS project un-duplicate client records? • Will the project produce all HUD-required reports and 	<p>20</p>	
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<p>provide the data needed for HUD reporting?</p> <ul style="list-style-type: none"> • Will the project conduct trainings and otherwise prepare projects for the new HUD Data Standards? • Will the project provide data in a form that can be analyzed to assist the CoC in assessing homeless needs, allocating resources, and coordinating services? <p>For Expansion Projects:</p> <ul style="list-style-type: none"> • Is the part of the project being expanded clearly articulated? • Does the applicant demonstrate that it is not replacing other funding sources? 		
<p>2.B. Services Partnership or Capacity</p> <p>There is a committed relationship with (a) service provider(s) with a signed letter of commitment or MOU; if agency is providing services itself, they have shown they have the funds to do that.</p>	5	
<p>2.C. Program Outcomes</p> <p>Program outcomes are realistic but sufficiently challenging given the scale of the project.</p> <p>Outcomes are measurable and appropriate to the population being served.</p>	5	

3. Agency Capacity

(40 points possible)

Factor	Possible Points	Total Points
<p>3.A. Agency Capacity</p> <ul style="list-style-type: none"> • Does the agency have the expertise, staff, procedural, and administrative structure needed to meet all grant audit, administrative, and reporting requirements? • Does the agency draw down grant funds regularly throughout the grant year? • Does the agency have any outstanding HUD findings and/or financial audit findings? • Has HUD deobligated any of the agency's grant funds in the past three operating years? • Does the application packet that was submitted reflect an agency with capacity that is sufficient to carry out the HUD administrative requirements? 	20	
<p>3.B. HMIS Participation</p> <p>Is the agency/program actively participating in the HMIS, or furthering the goals of the system by providing information or infrastructure?</p> <ul style="list-style-type: none"> • Consider: the percentage of the program's clients who have data entered into HMIS; HMIS Data Completeness Report Card <p>Note: Domestic Violence programs do not participate in HMIS.</p>	5	

3.C. CoC Participation Does the agency and/or project sponsor participate in the CoC and Continuum of Care-related committee meetings?	5	
3.D. Quality Assurance Does the agency maintain policies, procedures, and actions to ensure continuous quality improvement? <ul style="list-style-type: none"> • Is the agency implementing evidence-based practices and approaches, including Housing First and Coordinated Entry? • Does the agency train its staff to ensure high quality of care? • Does the agency assess quality of service and consumer satisfaction through surveys, focus groups, etc.? • Does the agency monitor program performance using data? 	10	

4. Budget

(10 points possible)

Factor	Possible Points	Total Points
4.A. Budget Do the proposed budget and match reflect sufficient resources to accomplish project goals in a cost-effective manner?	10	

5. Reallocation Bonus

(5 points possible)

Factor	Possible Points	Total Points
5.A. Reallocation Did the Agency voluntarily reallocate a renewal project? <ul style="list-style-type: none"> • How much funding was reallocated? • What was the project type? 	5	

----- Forwarded message -----

From: **Freitas, Brandee** <Brandee.Freitas@countyofnapa.org>
Date: Mon, Jul 24, 2017 at 8:42 AM
Subject: [Napa CoC] 2017 CoC Notice of Funding Opportunity
To: "napa-coc@googlegroups.com" <napa-coc@googlegroups.com>

Dear Napa CoC,

The U.S. Department of Housing and Urban Development (HUD) released the FY 2017 Continuum of Care Program Competition Notice of Funding (NOFA) on July 14, 2017. Communities must submit the final consolidated application by September 28.

The NOFA is posted on HUD's website at <https://www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Competition-NOFA.pdf>. A copy is attached. Also attached is a summary of the 2017 NOFA. We will be discussing this opportunity at the August 3, 2017 meeting of the CoC. All are welcome and encouraged to attend.

Technical Assistance Workshop:

On **July 28, 2017** the CoC will be hosting a mandatory **Technical Assistance Workshop** for all renewal and potential applicants for the 2017 CoC funding. We encourage agencies that do not currently receive CoC Program funds, as well as current recipients, to attend and consider applying for these funds. **This meeting will take place online on Friday, July 28, 2017 at 10 a.m. It is highly recommended that participants access the webinar at the below link via your computer, but if you are unable to access a computer you may dial in.**

Meeting information:

July 28, 2017, 10 a.m. to noon

You may join from this link:

<https://homebaseccc.zoom.us/j/173474213>

Dial: [+1 646 558 8656](tel:+16465588656)

Meeting ID: 173 474 213

Please RSVP at napa@homebaseccc.org to confirm participation and discuss computer setup requirements for this online meeting. If you are not able to send a representative, please contact napa@homebaseccc.org to discuss training needs.

Thank you,

Brandee Freitas

Staff Services Analyst – Homeless Services

Napa County Health and Human Services Agency - Operations

2751 Napa Valley Corporate Drive - Building B

Napa, CA 94558

P:[\(707\) 299-2105](tel:(707)299-2105)

F:[\(707\) 299-4193](tel:(707)299-4193)

Brandee.Freitas@countyofnapa.org

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If you have any questions, please email napa@homebaseccc.org.

You received this message because you are subscribed to the Google Groups "Napa County Continuum of Care" group. To unsubscribe from this group and stop receiving emails from it, send an email to Napa-CoC+unsubscribe@googlegroups.com.

For more options, visit <https://groups.google.com/d/optout>.

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HomeBase

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2 attachments



Napa NOFA Summary 2017.pdf
147K



FY-2017-CoC-Program-Competition-NOFA.pdf
1044K

CoC Funding Notices

[Napa NOFA Summary 2017](#)

[FY 2017 CoC Program Competition NOFA](#)

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TA Workshop - 2017 Napa CoC NOFA Competition

11 messages

Ali Rabe <ali@homebaseccc.org>

Thu, Jul 27, 2017 at 5:10 PM

To: "Bezaire, Nui" <Nui.Bezaire@countyofnapa.org>, "Freitas, Brandee" <Brandee.Freitas@countyofnapa.org>, "Clark, Andrea" <aclark@cityofnapa.org>, Julian Leiserson <jleiserson@abodeservices.org>, Karen Erickson <kerickson@abodeservices.org>, Kathy Sparrow <KathyS@buckelew.org>

Cc: "HomeBase Team (napa@homebaseccc.org)" <napa@homebaseccc.org>

Dear Napa CoC,

We are looking forward to the Technical Assistance Workshop for all parties interested in applying for Continuum of Care (CoC) funding on Friday, July 28 at 10 a.m. via webinar. New applicants are encouraged to attend.

From your computer, you may join from this link: <https://homebaseccc.zoom.us/j/173474213>.

If you will not have access to a computer during the meeting time, you may dial-in: [+1 646 558 8656](tel:+16465588656), meeting ID: 173 474 213.

We are attaching a set of materials which will be covered during the webinar:

1. TA Workshop Agenda
2. List of FY17 Renewal Applicants
3. Program Timeline & Local Process
4. NOFA Technical Assistance Handbook
5. Materials Checklist for Rank & Review, e-snaps
6. Supplemental Application to be completed by new projects
7. NOFA Summary
8. Process for Completing Renewal Project Application Screens
9. Renewal Project Scoring Tool
10. New Project Scoring Tool
11. HMIS & CE Scoring Tool

You may also access the materials [at this link](#). Please email napa@homebaseccc.org with any questions or call Ali Rabe at [415.788.7961 ext. 335](tel:415.788.7961).

Best,
Ali & Jean

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Ali Rabe | Staff Attorney
870 Market Street | Suite 1228 | San Francisco CA 94102
ph [415.788.7961 ext. 335](tel:415.788.7961) | fax [415.788.7965](tel:415.788.7965)
www.homebaseccc.org

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Policy | Advocacy | Planning

11 attachments

 **01. Technical Assistance Workshop Agenda.pdf**
41K

 **02. List of FY17 Renewal Applicants - Napa (from FY17 GIW).pdf**
21K

-  **03. Program Timeline & Local Process FY17 - Napa CoC.pdf**
82K
-  **04. TA Handbook - Napa CoC - 2017.07.27 Final.pdf**
1081K
-  **05. Materials Checklist - FY17 Napa CoC Program Competition.pdf**
33K
-  **06. Supplemental Application - New Projects - Napa CoC_FINAL 7.27.17.docx**
61K
-  **07. NOFA Summary FY17 - Napa CoC.pdf**
147K
-  **08. Process for Completing FY17 Renewal Project Application Screens.pdf**
155K
-  **09. Renewal Project Scoring Tool - Napa CoC R&R draft 7.20.17.pdf**
85K
-  **10. Napa CoC New Project Scoring Tool 2017 R&R draft 7.20.17.pdf**
88K
-  **11. HMIS & CE PROJECT SCORING TOOL Rank& Review 2017 - approved 5.4.17.pdf**
60K

SUMMARY OF THE 2017 CONTINUUM OF CARE NOTICE OF FUNDING AVAILABILITY

The Department of Housing and Urban Development (HUD) released the 2017 Continuum of Care (CoC) Notice of Funding Availability (NOFA) on July 14, 2017. This summary includes highlights from the 2017 CoC NOFA, the HUD email announcement announcing its release, and a Change Log that HUD published the same day. HUD will continue to release additional information through eSNAPS, the Detailed Instructions, and other tools until the deadline of September 28, 2017. In order to ensure access to the most current and complete information, community members and potential applicants should ensure they are receiving updates from HUD and from the Napa Continuum of Care. New members of the Napa CoC community and eligible new projects are welcome to participate and apply for funds.

BACKGROUND

The CoC Program (24 CFR part 578) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, states, and local governments to quickly re-house homeless individuals, families, persons fleeing domestic violence, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among those experiencing homelessness.

Each year the U.S. Department of Housing and Urban Development (HUD) releases a Notice of Funding Availability (NOFA), signifying the beginning of a funding competition among approximately 450 Continuums of Care (CoCs), the community stakeholder groups that guide local responses to homelessness. The 2017 CoC NOFA was released on July 14, 2017, opening the competition and making available **approximately \$2 billion** to serve homeless people nationally. The information in the NOFA sets forth the competition rules and processes for 2017. This summary includes the highlights of the NOFA; additional guidance will be shared as it is made available.

Before the application is submitted to HUD, the CoC is required to hold a local competition to determine which projects will be included in the consolidated application, along with their relative community priority. The results of the local competition the projects for which the CoC will seek funding. Additional information about project application requirements and standards will be available at the upcoming Technical Assistance (TA) Workshop. Additional details about anything in this summary can be found in the NOFA, available at:

<https://www.hudexchange.info/resource/5419/fy-2017-coc-program-nofa/>

KEY THEMES IN THIS YEAR'S NOFA

- As described in more detail below, HUD has created new project types and expanded project eligibility for some project types. These changes should allow communities to have more flexibility in how CoC funding is used.
- HUD also has made some administrative changes that will streamline the application process, especially for renewal projects.

DETAILS

IMPORTANT HUD-REQUIRED DATES

- **Friday, July 14, 2017:** 2017 CoC NOFA release date.
- On or after **Tuesday, July 18, 2017:** eSNAPS will be available; detailed instructions to follow.

- On or before **Tuesday, August 29, 2017** (30 days prior to submission deadline): All project applications are required to be submitted to the CoC.
- On or before **Wednesday, September 13, 2017** (15 days prior to submission deadline): The CoC is required to notify all project applicants who submitted their project applications to the CoC by the CoC-established deadline whether their project application(s) will be accepted and ranked on the CoC Priority Listing, rejected, or reduced by the CoC.
- On or before **Tuesday, September 26, 2017** (2 days prior to submission deadline): CoCs must post on their website (or a partner's website) all parts of the CoC Consolidated Application, including the CoC Application attachments and the completed Priority Listing (but not project applications), and notify community members and key stakeholders that the Consolidated Application is available.
- **Submission Deadline: Thursday, September 28, 2017 at 8:00 PM EDT/6:00 PM CDT/5:00 PM PDT.**
- HUD may issue up to two conditional funding announcements.
- **September 30, 2019:** All conditional funds awarded in this competition must be obligated.
- **September 30, 2024:** Obligated funds must be expended.

AVAILABLE FUNDING FOR OUR COC

HUD determines the maximum award for which each CoC is eligible, determined by a combination of factors. This year, in our CoC, our eligible application amounts are as follows:

- Estimated CoC's Estimated Annual Renewal Demand (ARD): **\$694,644**
 - Estimated Tier 1 (94% of ARD): \$652,965 or
 - Estimated Tier 1 (using an alternate formula outlined in the 2017 NOFA that is the combined amount of Annual Renewal Amount (ARA) for all permanent housing and HMIS renewal projects up to \$1,00,000): **\$675,590**
 - Estimated Tier 2 (remainder of annual renewal demand plus Bonus amount): \$83,358 or **\$60,733** (using alternate formula)
- Estimated Permanent Housing Bonus Amount (6% of ARD): **\$41,679**
- Estimated CoC Planning Amount: **\$20,839** (Planning grants are not ranked again in 2017.)

2017 HUD COC POLICY PRIORITIES

CoCs will be evaluated based on the extent to which they further HUD's policy priorities. The policy priorities listed this year are:

1. **Ending homelessness for all persons.**
 - a. CoCs should identify, engage, and effectively serve all persons experiencing homelessness.
 - b. CoCs should measure their performance based on local data taking into account challenges faced by subpopulations.
 - c. CoCs should have a comprehensive outreach strategy to identify and continuously engage all unsheltered individuals and families.
 - d. CoCs should use local data to determine the characteristics of individuals and families with the highest needs and longest experiences of homelessness to develop housing and supportive services tailored to their needs.
 - e. CoCs should use the reallocation process to create new projects that improve their overall performance and better respond to their needs.
2. **Creating a systemic response to homelessness.**
 - a. CoCs should be using system performance measures such as the average length of homeless episodes, rates of return to homelessness, and rates of exit to permanent housing destinations to determine how effectively they are serving people experiencing homelessness.

- b. CoCs should be using their Coordinated Entry process to promote participant choice, coordinate homeless assistance and mainstream housing and services to ensure people experiencing homelessness receive assistance quickly, and make homelessness assistance open, inclusive, and transparent.
- 3. Strategically allocating and using resources.**
- a. Using cost, performance, and outcome data, CoCs should improve how resources are utilized to end homelessness.
 - b. CoCs should review project quality, performance, and cost effectiveness.
 - c. HUD also encourages CoCs to maximize the use of mainstream and other community-based resources when serving persons experiencing homelessness.
 - d. CoCs should review all projects eligible for renewal in FY 2017 to determine their effectiveness in serving people experiencing homelessness as well as their cost effectiveness.
- 4. Use a Housing First approach.**
- a. CoC Program funded projects should help individuals and families move quickly into permanent housing, and the CoC should measure and help projects reduce the length of time people experience homelessness.
 - b. CoCs should engage landlords and property owners, remove barriers to entry, and adopt client-centered service methods.

APPLICATION STRUCTURE

The CoC Consolidated Application is made up of three parts:

- **CoC Application:** Describes the CoC's plan for ending homelessness, its system-level performance, and addresses the NOFA's selection criteria. This part of the application is scored and will determine the order in which CoCs are funded.
- **Project Applications**
- **CoC Priority Listing:** Ranks all project applications in order of priority

REVIEW AND RANK CHANGES AND REMINDERS

HUD requires CoCs to review and rank projects submitted by project applicants, except CoC planning projects, having them fall into two Tiers based on a financial threshold. All projects must pass HUD's eligibility and threshold requirements to be funded, no matter their priority.

TIER 1

- In 2017, Tier 1 is equal to the greater of the combined amount of Annual Renewal Amount for all permanent housing and HMIS projects eligible for renewal up to \$1,000,000 or 94 percent of the CoC's FY 2017 Annual Renewal Demand.
- Tier 1 projects will be conditionally selected from the highest scoring CoC to the lowest scoring CoC, provided the project applications pass both eligibility and threshold review. In the event insufficient funding is available under this NOFA to award all Tier 1 projects, Tier 1 will be reduced proportionately, which could result in some Tier 1 projects falling into Tier 2. Therefore, CoCs should carefully determine the priority and ranking for all project applications in Tier 1 as well as Tier 2.

TIER 2

- Projects in Tier 2 are less likely to be funded, but HUD’s scoring process to determine which projects in Tier 2 are funded has changed in 2017 and does not include any priority for permanent housing projects, HMIS, or Coordinated Entry projects. Every Tier 2 project will be scored using a 100-point scale based on three factors:
 - *CoC Score*. Up to 50 of 100 points will be awarded in direct proportion to the score received on the CoC Application.
 - *CoC Project Ranking*. Up to 40 of 100 points for the CoC’s ranking of the project application(s). To more evenly distribute funding across CoCs and take into account the CoCs ranking of projects, point values will be assigned directly related to the CoCs ranking of projects. (Additional details are available in the NOFA.)
 - *Commitment to Housing First*. Up to 10 of 100 points for:
 - How a permanent housing project commits to applying the Housing First model or
 - How a transitional housing project, Joint TH and PH-RRH component project, safe haven project, or SSO project that is not for centralized or coordinated assessment demonstrates that it is low-barrier, prioritizes rapid placement and stabilization in permanent housing, and does not have service participation requirements or preconditions to entry (such as sobriety or a minimum income threshold).
 - A HMIS project or SSO project for a centralized or coordinated assessment system will automatically receive 10 points.

IMPORTANT COC STRATEGY REMINDERS

- CoCs cannot receive grants for new projects, other than through reallocation, unless the CoC competitively ranks projects based on how they improve system performance.
- HUD is increasing the share of the CoC score that is based on performance criteria.
- HUD will prioritize funding for CoCs that have demonstrated the ability to reallocate resources to higher-performing projects.

NEW REVIEW AND RANK HUD POLICIES IN 2017

- **RESTRICTIONS ON REALLOCATION:** CoCs may only reallocate eligible renewal projects that have previously been renewed under the CoC Program or projects funded under the Supportive Housing Program (SHP) or Shelter Plus Care (S+C) Program that are eligible for first-time renewal in the FY 2017 CoC Program Competition. **This indicates that CoC projects renewing for the first time cannot be reallocated. More information may be released by HUD.**
- **NEW THIS YEAR, EXPANSION PROJECTS:** HUD will allow project applicants to apply for a new expansion project under the reallocation process or permanent housing bonus in order to **expand existing eligible renewal projects** that will increase the number of units in the project, or allow the recipient to serve additional persons. Project applicants that intend to submit a new reallocation or permanent housing bonus project for the purposes of expanding an eligible renewal project must:
 - provide the eligible renewal grant number that the project applicant requests to expand on the new project application;
 - indicate how the new project application will expand units, beds, services, persons served, or in the case of HMIS projects, how the current HMIS grant activities will be expanded for the CoC’s geographic area; and
 - ensure the funding request for the new expansion project is within the funding parameters allowed under the reallocation process or permanent housing bonus (i.e. not a request for transitional housing).
 If both the new expansion project and the renewal it expands are conditionally selected for funding, **one grant agreement incorporating both project applications will be executed**. If the renewal project application is not conditionally selected for funding, the expansion project application will not be selected.
- **NOTIFICATION OF ALL PROJECTS:** The CoC is required to notify, in writing and outside of e-snaps, **all** project applicants who submitted their project applications to the CoC by the CoC-established deadline whether their

project application(s) **will be accepted and ranked on the CoC Priority Listing, rejected, or reduced** by the CoC. Where a project application is being rejected or reduced, the CoC must indicate the reason(s) for the rejection or reduction.

NEW ELIGIBLE PROJECT TYPES

HUD has created two new eligible project types this year:

- **DedicatedPLUS project** is a permanent supportive housing project where 100 percent of the beds are dedicated to serve individuals with disabilities and families in which one adult or child has a disability, including unaccompanied homeless youth, that at intake are:
 - experiencing chronic homelessness as defined in 24 CFR 578.3;
 - residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project;
 - residing in a place not meant for human habitation, emergency shelter, or safe haven; but the individuals or families experiencing chronic homelessness as defined at 24 CFR 578.3 had been admitted and enrolled in a permanent housing project within the last year and were unable to maintain a housing placement;
 - residing in transitional housing funded by a Joint TH and PH-RRH component project and who were experiencing chronic homelessness as defined at 24 CFR 578.3 prior to entering the project;
 - *residing and has resided in a place not meant for human habitation, a safe haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions;* or
 - *receiving assistance through a Department of Veterans Affairs(VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.*

- **Joint TH and PH-RRH component** projects may be created to better serve homeless individuals and families. The Joint TH and PH-RRH component project includes two existing program components—transitional housing and permanent housing-rapid rehousing—in a single project to serve individuals and families experiencing homelessness.
 - If funded, HUD will limit eligible costs as follows, in addition to other limitations found in the Interim Rule to:
 - capital costs (i.e., new construction, rehabilitation, or acquisition), leasing of a structure or units, and operating costs to provide transitional housing;
 - short- or medium-term tenant-based rental assistance on behalf of program participants to pay for the rapid rehousing portion of the project;
 - supportive services;
 - HMIS; and
 - project administrative costs.
 - When a program participant is enrolled in a Joint TH and PH-RRH component project, the recipient or subrecipient must be able to provide both components, including the units supported by the transitional housing component and the tenant-based rental assistance and services provided through the PH-RRH component, to all participants.
 - A program participant may choose to receive only the transitional housing unit or the assistance provided through the PH-RRH component, but the recipient or subrecipient must make both types of assistance available.

ELIGIBLE NEW PROJECTS

PERMANENT HOUSING BONUS

The Permanent Housing Bonus, equal to 6% of the Annual Renewal Demand, is available to all CoCs to apply for funding to create one or more new:

1. DedicatedPLUS projects (**NEW THIS YEAR**)
2. Permanent supportive housing projects where 100 percent of the beds are dedicated to chronically homeless individuals and families
3. Rapid rehousing projects that will serve homeless individuals and families, including unaccompanied youth, who are (**D, E, and F are NEW THIS YEAR**):
 - (a) residing in a place not meant for human habitation;
 - (b) residing in an emergency shelter
 - (c) persons meeting the criteria of paragraph (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence situations
 - (d) residing in a transitional housing project that was eliminated in the FY 2017 CoC Program Competition
 - (e) residing in transitional housing funded by a Joint TH and PH-RRH component project; or
 - (f) receiving services through a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.
4. Joint TH and PH-RRH component projects, which will include transitional housing and permanent housing-rapid rehousing in a single project to serve individuals and families experiencing homelessness, including victims of domestic violence (**NEW THIS YEAR**).

ELIGIBLE REALLOCATION PROJECTS

The following types of **new projects** may be created using funds that the CoC has made available through reallocation:

1. Any of those eligible for the Permanent Housing Bonus
2. Dedicated Homeless Management Information System (HMIS) project (can only be carried out by the HMIS Lead)
3. Supportive services only project to develop or operate a new centralized or coordinated assessment system.

IMPORTANT POINTS FOR RENEWAL PROJECTS

- Renewal project applicants (for grants that have renewed at least once) may submit their renewal project applications with no changes on select screens. More information is forthcoming. This change should speed application processes for applicants and review by HUD staff.
- A renewal project that is permanent supportive housing 100% dedicated to chronically homeless people may **either become a DedicatedPLUS project or may continue to dedicate 100 percent** of its beds to chronically homeless individuals and families. If a renewal project that has 100 percent of its beds dedicated to chronically homeless individuals and families elects to become a DedicatedPLUS project, the project will be required to adhere to all fair housing requirements at 24 CFR 578.93.
- A renewal project that is rapid rehousing is not required to continue to serve only those participants who were in a rapid rehousing category when the project was initially funded. Therefore, if a renewing rapid rehousing project was originally funded to serve only families with children, that project, through the FY 2017 project application, may indicate it will also serve individuals if it so chooses.

IMPORTANT POINTS FOR ALL PROJECT APPLICANTS

- **DUNS/SAM Registration:** All project applicants must have a DUNS number and an active SAM registration.
- **Required Reading:** Project applicants should read the CoC NOFA, CoC Program Interim Rule, and the General NOFA.
- **No leverage:** No leverage again this year!
- **Easier Form Completion:** Most of the mandatory attachments in the Applicant Profile (e.g. HUD-2880, SF-LLL, HUD-50070) have been moved to *e-snaps* as fillable forms that only require a checkbox certification with the project applicant's authorized representative information. More information will be forthcoming.

- **New Lobbying Form:** Federal agencies require the submission of a signed Certification Regarding Lobbying to ensure applicants acknowledge the requirements in Section 319 of Public Law 101-121, 31 U.S.C. 1352, (the Byrd Amendment) and 24 CFR part 87 before receiving a federal award. These statutes and regulation prohibit the use of federal award funds for lobbying the executive or legislative branches of the Federal government in connection with a specific award. This requirement is different and separate from the requirement for applicants to report lobbying activities using the SF-LLL form. The SF-LLL form must still be submitted by applicants that lobby or intend to lobby using non-federal funds. The only applicants excepted from submitting the Certification Regarding Lobbying form are federally-recognized Indian tribes because of each tribe's sovereign power. This form has also been hard-coded in e-snaps for project applicants and will need to be completed and certified in e-snaps before you have access to the actual project application.
- **Codes of Conduct:** All applicants must have a current HUD-approved Code of Conduct. Most organizations' Codes of Conduct were removed from HUD's website in early 2017, as they did not meet the requirements of 24 CFR part 200, and the organizations were notified by another HUD office that a new Code of Conduct must be submitted. Be sure to review the [Code of Conduct for HUD Grant Programs](#) page on HUD's website to ensure your organization is listed which means you have submitted an approved Code of Conduct. If you do not see your organization on the list, be sure to attach a current and complete Code of Conduct to your Project Applicant Profile in *e-snaps*. More information will be provided about requirements of Code of Conduct during the Review and Rank process.
- **Estimate Amount of Program Income as Match:** Project applicants that intend to use program income as match must provide an estimate of how much program income will be used for match.
- **Program Regulation Apply When Amended:** The grant agreements will be subject to the program regulation as it may be amended from time to time. Recipients will be subject to regulatory revisions as they come into effect, without having to wait until the grant is renewed in a future competition.
- **2017 FMRs Will Apply:** Because the CoC Consolidated Application is due prior to the publication of the final FY 2018 FMRs, the FY 2017 FMRs will be used for funding amounts.
- **Housing First:** Any housing project application that indicates it will use a Housing First approach, that is awarded FY 2017 CoC Program funds will be required to *operate* as a Housing First project.
- **Environmental Requirements:** Two important changes for projects categorized or Categorically Excluded from review under the National Environmental Policy Act and not subject to 24 CFR 58.5 (CENST):
 - All scattered-site projects where program participants choose their own unit and are not restricted to units within a pre-determined specific project site or sites are categorized in 24 CFR 58.35(b)(1) as CENST. This now includes both tenant-based rental assistance and tenant-based leasing projects where program participants choose their own unit. Previous guidance included only Tenant Based Rental Assistance as eligible CENST projects.
 - The [Exempt/CENST](#) form is only required for each project, not every unit. Previous guidance instructed recipients to complete an Exempt/CENST form for each unit.

COMMUNITY-LEVEL CHANGES AND REMINDERS

- **GIW Loses Relevance:** Annual Renewal Demand (ARD) is no longer calculated based on the final GIW for each CoC posted on the HUD Exchange. The NOFA defines ARD as, "The total amount of all the CoC's projects that will be eligible for renewal in the FY 2017 CoC Program Competition, before any required adjustments to funding for leasing, rental assistance, and operating budget line items based on FMR changes. The ARD will be calculated by combining the total amount of funds requested by eligible renewal projects on the Renewal Project Listing combined and the eligible renewal project amount(s) that were reallocated."
- **Compliance with Violence Against Women Act (VAWA) Rule:** On November 16, 2016, HUD published its VAWA final rule (81 FR 80798), which provides various protections to victims of domestic violence, dating violence, sexual assault, and stalking under the CoC Program and other HUD programs. The grants to be awarded under this NOFA will be the first CoC Program grants that will be required to comply with the VAWA rule as provided in 24 CFR 578.99(j)(3). To enable full compliance with this rule, ***each CoC must establish an emergency transfer plan under 24 CFR 578.7(d) and make related updates to the written standards*** for administering CoC program

assistance under 24 CFR 578.7(a)(9)(ii), (iii) and (v). These tasks must be completed by the time the local CPD Field Office issues the first FY 2017 grant agreement for a project in the CoC's geographic area.

- **Meaningful Participation:** HUD encourages all applicants to HUD's competitive programs to ensure, where applicable, public decision making and meaningful participation throughout the visioning, development, and implementation of funded projects, by residents of affected areas and especially communities traditionally marginalized from planning processes. In seeking public participation, applicants and grantees must ensure that all communications are provided in a manner that is effective for persons with hearing, visual, and other communications-related disabilities consistent with Section 504 of the Rehabilitation Act of 1973 and, as applicable, the Americans with Disabilities Act. In addition Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000(d) and Executive Order 13166 require that grantees take responsible steps to ensure meaningful access to services, programs, and activities by persons with Limited English Proficiency.
- **CoC Mergers:** To encourage CoC mergers and mitigate the potential adverse scoring implications that may occur when a high performing CoC merges with one or more lower performing CoC(s), HUD is awarding up to 25 bonus points to CoCs that completed a merger in the period between the final funding announcement for FY 2016 and the FY 2017 CoC Program Registration deadline. CoCs may want to consider undertaking mergers next year prior to the Registration deadline.
- **Category 3:** As in past years, CoCs may request that up to 10 percent of funding for the fiscal year awarded under this NOFA be approved to serve homeless households with children and youth defined as homeless under other federal statutes who are unstably housed (paragraph 3 of the definition of homeless found at 24 CFR 578.3). Additional details are available in the NOFA.
- **Major Disasters:** If your CoC's geography has had a recent major disaster, review the NOFA for potential scoring leniencies.
- **All Relevant Subpopulations:** HUD is defining "all relevant subpopulations" to mean families, youth, veterans, persons fleeing domestic violence, persons who are unsheltered, and chronically homeless individuals and families.

RESOURCES:

- 2017 CoC NOFA: <https://www.hudexchange.info/resource/5419/fy-2017-coc-program-nofa/>
- General Section NOFA: https://portal.hud.gov/hudportal/documents/huddoc?id=2017nofa_gensec.pdf
- CoC Program Interim Rule (24 CFR part 578): <https://www.hudexchange.info/resource/2035/coc-program-interim-rule-formatted-version>
- HUD Websites:
 - www.hud.gov
 - www.hudexchange.info
- Funding Application: www.hud.gov/esnaps
- Training and Resources: www.hudexchange.info/homelessness-assistance/
- HUD Exchange Ask A Question (AAQ): www.hudexchange.info/get-assistance
- Listserv: www.hudexchange.info/maillinglist
- Napa Continuum of Care website:
<http://www.countyofnapa.org/Pages/DepartmentContent.aspx?id=4294987304>

Governance Charter (HMIS)

See attached:

1. Napa CoC Governance Charter	2
a. Roles and Responsibilities of CoC and HMIS lead	13
2. Napa CoC HMIS Governance Charter (last updated 11.5.15)	22
3. Napa CoC HMIS Governance Charter signature page	41
4. Napa CoC HMIS MOU (executed 11.16.15)	42



Napa County Continuum of Care Governance Charter

I. Purpose

II. Continuum of Care Structure and Responsibilities

III. Designating and Operating an HMIS

IV. Preparing an Application

V. Recordkeeping

VI. Use of Planning Funds

I. Purpose of Charter

This Charter identifies the goals, purpose, composition, responsibilities and governance structure of the Napa County Continuum of Care.

The Napa CoC will review, update, and approve this governance charter at least annually. Amendment of the charter requires a majority vote of the Continuum of Care Board (described below) at one of its regularly scheduled meetings.

II. Continuum of Care Responsibilities and Structure

The Napa County Continuum of Care (CoC) is the planning body in Napa County, California, that coordinates the community's policies, strategies, and activities toward ending homelessness. It is a regional, year-round collective planning body of stakeholders ranging from non-profit service providers to local governmental entities. The CoC's work includes gathering and analyzing information in order to determine the local needs of people experiencing homelessness, implementing strategic responses, educating the community on homeless issues, providing advice and input on the operations of homeless services, and measuring performance as related to serving the homeless population in Napa County.

This section of the Governance Charter details policies and procedures for the fundamentals of the Napa Continuum of Care and its related entities.

ACTIVITIES AND RESPONSIBILITIES OF THE NAPA CONTINUUM OF CARE

Per HUD regulation, the Napa Continuum of Care is responsible for a variety of activities related to planning and taking action to end homelessness in Napa County. While the CoC in its entirety is ultimately responsible for ensuring that these tasks are completed, it delegates a large amount of the work to the various bodies that make up the CoC's formal structure (described below). *The details of carrying out these activities will be outlined throughout this document.*

The responsibilities of the Napa CoC include:

Operating, Coordinating, and Overseeing the CoC

Develop, follow, and annually update this governing charter/policies and procedures.

Implement Napa County's Ten-Year Plan to End Homelessness.

In consultation with recipients of ESG funds within the CoC, establish and consistently follow written standards for providing CoC assistance.

Monitor performance of CoC and ESG recipients and subrecipients.

In consultation with CoC Program and ESG recipients and subrecipients, develop and implement performance measures appropriate to the CoC's population and program types.

Evaluate the outcomes of projects funded under ESG and CoC programs.

Report the outcomes of ESG and CoC projects to HUD annually.

Work with underperforming programs to improve outcomes and, if necessary, take action against ESG and CoC projects that continue to perform poorly.

In consultation with recipients of ESG funds within the CoC, plan, establish and operate a centralized or coordinated assessment system that complies with HUD's requirements regarding comprehensive assessments and referrals. The CoC's

coordinated assessment policies & procedures are outlined in “Napa County Coordinated Entry System Policies and Procedures.”

Identify homeless housing and service programs that are best practices, which can be adapted and implemented in the CoC.

Designating and Operating an HMIS

Designate a single HMIS for the County of Napa and an eligible applicant to serve as the CoC's HMIS lead agency.

Review, revise, and approve a CoC HMIS data privacy plan, data security plan, and data quality plan.

Ensure that the HMIS is administered in compliance with HUD requirements.

Ensure consistent participation by HUD Homeless Assistance Grants projects in the HMIS, and actively encourage non-HUD funded programs to participate.

CoC Planning

Create and carry out a plan to coordinate the implementation of a housing and service system that meets the needs of homeless individuals and families.

Plan for and conduct an annual Point-in-Time Count of sheltered homeless persons, including a housing inventory of shelters, transitional housing, and permanent housing reserved for homeless individuals and families, as HUD requires.

Plan for and conduct, at least biennially (every other year), a point-in-time count of unsheltered homeless persons within the CoC geographic area that meets HUD requirements, including a housing inventory of shelters, transitional housing, and permanent housing reserved for homeless persons, in general, and chronically homeless persons and veterans, specifically, as HUD requires.

Conduct an annual gaps analysis of the needs of homeless people, as compared to available housing and services within the CoC geographic area.

Provide information required to complete the Consolidated Plan(s) within the CoC geographic area.

Consult with State and local government ESG recipients within the CoC geographic area on the plan for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and subrecipients.

Encourage and develop public understanding and education on homeless and housing issues.

Provide information and make recommendations on homeless concerns to the Napa County Board of Supervisors and cities located in the county.

Provide information about and help guide decisions regarding long-range planning and policy formulation to the Napa County Board of Supervisors and cities located in the county.

Preparing an Application for Funds

Coordinate a collaborative process for the development of a CoC Program grant application to HUD.

Establish priorities that align with local and federal policies for recommending projects for HUD CoC Program grant funding.

Designate an eligible collaborative applicant to collect and combine the required application information from all applicants.

Approve the final submission of applications in response to the CoC Notice of Funding Availability.

CONTINUUM OF CARE MEMBERSHIP

The Napa CoC is broadly representative of the public and private homeless service sectors, including homeless client/consumer interests. The Napa CoC encourages all members of the community to participate in group discussions, committees, and working groups. The Napa CoC works to ensure a diverse population contributes to CoC deliberations and decision-making, including consumers and community members, as well as gender, ethnic, cultural, and geographical representation. All interested persons are encouraged to attend meetings, provide input, and voice concerns.

At minimum, the Napa CoC will provide annual public invitations for new members. All recruitment efforts will be documented. Outreach will be made to specifically obtain participation from the following groups:

- Nonprofit homeless assistance providers
- Victim service providers
- Faith-based organizations
- Governments
- Businesses
- Advocates
- Public housing agencies
- School districts
- Social service providers
- Mental health agencies
- Hospitals
- Colleges and universities
- Affordable housing developers
- Law enforcement
- Organizations that serve veterans
- Homeless and formerly homeless individuals

Continuum of Care Meetings

The Napa CoC will plan to hold quarterly meetings of the full membership, or at the very least meet on a semi-annual basis. The CoC will announce the date, time, and location of these meetings at least one month in advance and will publish the meeting agenda and distribute it to the CoC listserv before the date of the meeting. Each meeting will have a clear purpose and will closely follow the agreed-upon agenda.

For those that are unable to attend the meeting, complete and concise meeting minutes will be circulated to the entire CoC on the listserv, along with any supporting documents after each CoC meeting.

RELATED ENTITIES

Collaborative Applicant

The CoC designates the Napa County Health and Human Services Agency as the Collaborative Applicant. The Collaborative Applicant is responsible for the following duties (either by completing the duty or contracting to complete it) and will establish committees to support the following work:

CoC Administration

- Administering the CoC
- Coordinating committee meetings
- Publishing and appropriately disseminating an open invitation at least annually for those within the CoC area to join as new CoC members, and documenting recruitment efforts.
- Recordkeeping to show all CoC requirements are met

CoC and ESG Applications

- Coordinating a collaborative process for the development of a CoC Homeless Assistance Grants application to HUD.
- Coordinating a collaborative process for Emergency Solutions Grants (ESG) funding.
- Collecting and combining the required application information from all applicants.

CoC Planning Funds

- Apply for and administer CoC Planning Funds
- Use of CoC Planning Funds must be approved by the CoC Board and adhere to grant requirements and comply with HUD regulations

CoC Staff

Napa County Health and Human Services Agency, with assistance from any designated agents, provides support to the Napa Continuum of Care as CoC Staff. In this role, HHSA is responsible for providing coordination, planning, and administrative support to both the Continuum as a whole and the Napa CoC Board (described below).

The success of the Napa CoC depends in part on strong leadership. The Napa Continuum of Care Board (CoCB) acts as the primary decision-making body for the CoC and guides the community's efforts to successfully achieve all of the CoC's activities and responsibilities. The CoC Board's key purposes are to be the driving force behind systems change to end and prevent homelessness and to help obtain the resources to support such efforts.

Membership of the CoCB

The Napa CoCB is comprised of nine (9) to eleven (11) community stakeholders, depending on membership interest. As much as possible, the CoC will strive to have a board with the following composition: two-thirds of the seats reserved for representatives from the private sector, including nonprofit and community/faith-based organizations that represent the interests of the homeless and private foundations or funders; the other one-third of the seats reserved for representatives from the public sector, allotted for public or government entities such as Napa County employees and interested representatives from city governments in the county. At least one homeless or formerly-homeless individual and at least one Emergency Solutions Grant (ESG) funds recipient must hold a seat on the Napa CoCB at all times. The Board must also have at least three (3) non-conflicted members (do not receive CoC or ESG funds) at all times.

In addition to the above requirements, both public- and private-sector seats should, as much as possible, include representation from organizations or agencies who serve various homeless subpopulations such as:

- Persons with chronic substance abuse issues
- Persons with HIV/AIDS
- Veterans
- Persons experiencing chronic homelessness
- Families with children
- Unaccompanied youth
- Persons with serious mental illness
- Victims of domestic violence, dating violence, sexual assault, and stalking

One board member may represent the interests of more than one homeless subpopulation.

Only one person from each organization or entity may serve on the CoCB at any time, unless approved by the CoC membership in advance.

Terms of Office

The members of the Napa CoC Board shall serve three-year terms. To stagger the terms, one-third of the members shall serve an initial term of one year, one-third of the members shall serve an initial term of two years, and the remaining one-third of the members shall serve an initial term of three years. There is no limit to the number of terms a CoCB member can serve.

Board terms will automatically renew unless:

- The Board member submits a letter to the Board chair(s) stating he/she does not want his/her term to automatically renew.
- A member of the Board/public submits a letter to the Board chair(s) requesting that the member's term not automatically renew, and requesting the formal application process be initiated and followed.

If a CoCB member leaves the Board before completion of his or her term, the Board may choose to replace him or her (using the selection method set forth in the following section), but is not required to do so unless the number of CoCB members falls below the minimum requirement of nine (9) members.

CoCB Member Selection

Members of the CoCB can be nominated by their representative entities or the existing members of the CoCB. In addition, CoC Staff provides recruitment support by conducting ongoing outreach to members of the public and private sectors (as listed above). When there is a gap in membership, the CoC Staff will target missing constituencies and work to identify and recruit promising new CoCB members.

Each potential board member will submit an application to the CoC membership for review. The CoC will discuss the applications at an open meeting. Following that meeting, the CoC will have the opportunity to vote electronically by secret ballot. The CoC votes by majority vote to approve all new members. Each agency receives only one vote and shall designate a representative to cast its vote.

CoCB Leadership

Two Napa CoC Board members shall serve as co-chairpersons. One co-chair shall represent a governmental agency, and the other shall be a nongovernmental member of the Board. The CoCB will elect co-chairpersons annually, by a majority vote. The co-chairs shall each serve a term of two years, and shall serve staggered terms. Those terms will automatically renew unless:

- The co-chair submits a letter to the Board stating he/she does not want his/her term to automatically renew, or
- A member of the Board/public submits a letter to the Board requesting that the member's term not automatically renew, and requesting the formal application process be initiated and followed.

CoCB Member Responsibilities

All members of the CoCB shall demonstrate a professional interest in, or personal commitment to, addressing and alleviating the impact of homelessness on the people of Napa County.

Members are required to do the following:

- Attend meetings and contribute to informed dialogue on actions the CoCB undertakes.
- Serve on a committee of the CoCB, as appropriate.

- Participate in the activities of the CoCB, including the Point-in-Time count, HMIS oversight, strategic planning, advocacy and public education efforts, project and system performance reviews, and the application processes for CoC Homeless Assistance Grants and other funding proposals.
- Seek input from and report back to the constituency they represent on key issues and strategies and otherwise keep abreast of needs and gaps in the CoC.

CoCB Meetings

The CoCB will meet every other month at the regular scheduled CoC meeting time and place. The CoCB will set its meeting schedule at the beginning of each calendar year and will publicly distribute dates, times, and locations for all meetings. The CoCB is the final decision-making body of the Napa CoC.

The CoCB must meet quorum (at least 50% of members present) in order to conduct official CoCB business. If a CoCB member has an excused absence, he/she may designate a proxy representative for the purpose of meeting quorum attendance requirements. This proxy attendee is not permitted to vote for the CoCB member on CoCB actions.

CoC Staff is responsible for CoCB meeting preparation. This includes:

- Locating, reserving, and preparing the meeting space.
- Planning and preparing an agenda and supporting documents, as needed.
- Distributing agendas, minutes, and meeting logistics to the CoC listserv.
- Providing meeting facilitation and taking minutes.
- Coordinating with CoCB and committee members, as needed.

The CoCB approves or vetoes all matters related to the CoC. The CoCB will strive at all times for consensus decision making. When consensus cannot be reached, the CoCB will vote on decisions/actions. Each member receives one vote, and a simple majority vote is required for all business.

CoCB members may vote by email in the case of an excused absence from a CoCB meeting or when a time-sensitive matter is presented before the CoCB.

For any matter that involves a decision on funding for which a CoCB member is a recipient, that member must recuse him/herself from both the conversation and the vote.

Just as for general CoC meetings, all CoCB meetings shall be open to the public and all interested persons are encouraged to attend meetings, provide input, and voice concerns.

Conflict of Interest and Code of Conduct

Each CoC Board member, Board chairperson, employee, agent, and consultant of the CoC Board is expected to uphold certain standards of performance and good conduct and to avoid real or apparent conflicts of interest. In order to prevent a conflict of interest, a CoC Board member, Board chairperson, employee, agent, or consultant of the CoC Board may not:

- Participate in or influence discussions or decisions concerning the selection or award of a grant or other financial benefit to an organization that the CoC Board member,

employee, officer, or agent has a financial or other interest in or represents, except for the CoC Board itself

- Solicit and/or accept gifts or gratuities by anyone for their personal benefit in excess of minimal value
- Engage in any behavior demonstrating an actual conflict of interest or giving the appearance of any such conflict

Individuals with a conflict of interest will inform the CoC Board of the conflict and excuse themselves from the meeting or deliberations during such discussions. The CoC Board chairperson will also track which CoC Board members have conflicts of interest and assist to ensure such members do not participate in discussions or decisions in which the members have a conflict.

Each CoC Board member, Board chairperson, employee, agent, or consultant of the CoC Board must sign a personal conflicts of interest policy to demonstrate that the individual is aware of and agrees to abide by this policy.

Termination

Members may be dismissed from the CoCB for significant dereliction of duty. Discussion and possible action on the dismissal of any member must be properly noticed on a CoCB agenda. If a CoCB member wishes to resign, the CoCB member shall submit a letter of resignation to the CoCB co-chairs.

CONTINUUM OF CARE COMMITTEES AND WORKGROUPS

Much of the work of the Napa Continuum of Care is conducted at committee and workgroup meetings. These committees support the work of the CoCB by discussing and recommending solutions to the specific issues for which they were created. The groups may be comprised of members of the CoCB and/or other interested individuals who have expertise in the subject matter.

The Napa CoC has one primary committee, the HEARTH Implementation Workgroup, which meets every month. This committee is focused on implementing the CoC Board's coordination and alignment efforts, including tracking system-wide performance, developing and monitoring HMIS and coordinated assessment and referral implementation, and ensuring compliance with HUD regulations and local strategic objectives. The CoCB and HEARTH Implementation Workgroup also may create ad-hoc topical committees, subcommittees, and workgroups as the need arises.

The Napa CoC's committees and workgroups may meet monthly or on an as-needed basis depending on the tasks to be accomplished. Each committee will have a clear purpose and overall timeline for addressing issues or problems that it was created to address. Committees or workgroups will present their work product to the CoCB for action or next steps as needed.

III. Designating and Operating an HMIS

The CoC Interim Rule requires that each Continuum of Care designate a Homeless Management Information System (HMIS) for the geographic region and elect an eligible applicant, or HMIS Lead, to manage that system. This chapter details the responsibilities and duties of the CoC and the HMIS Lead as it relates to operation and coordination of all HMIS-related activities, including training, maintenance and technical assistance to agencies.

HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

The primary purpose of the Napa County CoC's Homeless Management Information System (HMIS) is to aggregate data on homelessness across Napa County to accurately describe its scope and evaluate the effectiveness of efforts to reduce and end homelessness. The CoC uses HMIS to:

- Understand the characteristics and service needs of homeless people
- Analyze how homeless people use services
- Evaluate program effectiveness and outcomes
- Improve access to and delivery of services for people experiencing homelessness
- Strengthen community planning and resource allocation.

The Napa CoC operates a single HMIS.

The Role of the Napa County CoC HMIS Lead Agency/Administrator

The Napa CoC has designated the Napa County Health and Human Services Agency (HHSA) as the CoC's HMIS Lead Agency/Administrator. HHSA works closely with the Napa CoC in this capacity and is responsible for maintaining the CoC's HMIS system in compliance with HUD standards and coordinating all related activities, including training, maintenance, and technical assistance to participating agencies. HHSA manages communication on system and governance issues between user agencies, the Continuum, the CoC Board, and the HMIS User and Data Subcommittee.

Specifically, the HMIS Lead is responsible for the coordination of the following activities:

- Providing operation, security, maintenance, system auditing, and technical support of HMIS central hardware, software, and connectivity
- Executing a written HMIS Participation Agreement with each Contributing HMIS Organization (CHO), which includes the role, obligations, and authority of the HMIS Lead and the CHO and requirements to comply with all security, privacy, and data quality plans
- Setting up and managing user accounts, access levels, and passwords
- Providing technical and user support for HMIS software, including agency account set-up, system monitoring and testing, problem diagnosis and resolution, and routine software and information maintenance
- Providing and coordinating ongoing training and technical support for the system
- Ensuring consistent participation by CoC and ESG recipients and subrecipients in HMIS
- Maintaining and updating a Privacy Plan, Security Plan, and Data Quality Plan

- Ensuring the accuracy of data including regularly assessing that all participating agencies are accurately and comprehensively capturing participant entry and exit dates and providing technical assistance to correct data quality challenges
- Coordinating regular end-user (i.e. HMIS User and Data Subcommittee) meetings to discuss software updates, data entry, report writing, and system management issues
- Serving as point of contact for end-user questions and concerns
- Assessing compliance with the Napa County CoC HMIS Policies and Procedures Manual
- Maintaining contact with the software product developer to ensure consistent and uniform communication among product support personnel and the community
- Generating information on the community's homeless and housing situation for community planning, advocacy, and funder reporting requirements
- Assisting end users in the creation of custom reports and queries
- Providing regular aggregate data reports to agencies, the CoC, and the CoC Board
- Reviewing and implementing product upgrades
- Completing the Annual Homeless Assessment Report
- Conducting regular data quality checks and providing reports to the CoC Board
- Serving as the applicant to HUD for grant funds to be used for HMIS activities for the Continuum of Care's geographic area, as directed by the CoC Board

Oversight

The CoC is responsible for overseeing the work of the HMIS Lead Agency.

Provider Participation

All agencies within the CoC geographic region that receive Continuum of Care Program and Emergency Solutions Grant (ESG) funds must participate in HMIS as a CHO, unless they are prohibited from doing so.¹

In addition, the HMIS Lead encourages all homeless service providers in the CoC geographic area, regardless of whether they receive CoC or ESG funds, to become a CHO and include all of their homeless-dedicated beds in HMIS. The HMIS Lead will review and assess its HMIS bed coverage annually.

In order to participate as a CHO, that organization must be an active member of the CoC and adhere to the CoC HMIS Policies and Procedures.

The HMIS User and Data Subcommittee

The HMIS User and Data Subcommittee (HMIS Subcommittee), a subcommittee of the CoC, is a forum for the HMIS Lead and HMIS user agencies to provide input on planning and HMIS operation and governance issues.

HMIS Governance Policies and Procedures Manual

To ensure compliance with HUD requirements, the HMIS Lead, in collaboration with the HMIS Workgroup is responsible for developing and annually reviewing and updating the "Napa County

¹ HUD prohibits victim service providers and legal service providers from contributing data to HMIS. However, these providers are required to have a comparable database to collect data.

Continuum of Care HMIS Policies & Procedures Manual.” The Policies and Procedures Manual provides the framework for the ongoing operations of the CoC’s HMIS system. It includes the CoC’s privacy, data quality, and security plans for the HMIS system.

At any time, the HMIS User and Data Subcommittee or CoC Board may identify elements of either the Policies and Procedures or other HMIS related plans that need to be amended.

IV. Preparing an Application

REVIEWING AND PRIORITIZING PROJECTS FOR FUNDING

One of the major functions of a Continuum of Care is to prepare and oversee the applications for funds administered by HUD under the McKinney-Vento Homeless Assistance Act. Among these, the CoC Program is designed to assist individuals and families experiencing homelessness and to provide the services needed to help them move into housing, with the goal of long-term stability. For this reason, the CoC Program funds important housing and services programs, such as permanent housing (including permanent supportive housing and rapid re-housing), transitional housing, and supportive services only programs. HUD CoC Program funds are granted annually based on a national competition following the release a Notice of Funding Availability (NOFA).

In addition, recipients of Emergency Solutions Grant funds, another homeless assistance grant administered under the McKinney Vento Act, are required by HUD to coordinate with the Continuum of Care regarding the allocation of those funds. The California Department of Housing and Community Development (HCD) oversees the distribution of non-entitlement funds, for which Napa CoC is qualified to apply, in California. In recent years, HCD has required the CoC to prioritize applications within the Continuum and submit portions of the application. The Napa CoC's policy to address that requirement is established in the ESG Review and Rank Process and ESG Scoring Tool, which are subject to change based on HCD's requirements.

This section outlines the Napa CoC's policies as related to designing, operating, and following a collaborative process for the development and submission of the Continuum of Care Program application.

Collaborative Applicant

The Napa CoCB designates Napa Health and Human Service Agency (HHSA) as the annual HUD CoC NOFA Collaborative Applicant. The Collaborative Applicant (or its designee) is responsible for leading and supporting all aspects of the annual HUD CoC NOFA application process, including submission of the Consolidated Application consisting of 1) the CoC Application (formerly Exhibit 1); 2) Project Applicant's Priority List; and 3) all Project Applications (formerly Exhibits 2).

Overview of Project Review Process/NOFA Submission Timeline

Immediately after HUD's Continuum of Care Program NOFA is released, the Collaborative Applicant (or its designee) will coordinate and carry out all of activities needed to successfully submit an application on behalf of the Napa CoC. The following is an overview of the timeline of tasks for NOFA submission. The timeline is subject to change annually, depending on HUD/NOFA requirements.

- Prior to the NOFA release, the Collaborative Applicant will design scoring tools and any corresponding local application materials to assist in the review and ranking of all renewal and new project applicants. These materials will take into consideration both local and HUD priorities.
- The scoring tools will be finalized and presented to the CoCB for review and approval.
- Upon publication of the NOFA, the Collaborative Applicant will schedule and announce a time and date for a Technical Assistance Workshop. These details will be distributed to the entire CoC.
- All applicants/potential applicants participate in the NOFA Overview Technical Assistance Workshop. At the workshop, the Collaborative Applicant will present an overview of the HUD CoC NOFA, including details about available funding and any major changes in the application from previous years. Applicants will also be oriented to the process for reviewing and ranking applications, which will cover any supplemental local application materials and the scoring tool and applicable dates. Applicants will also have a chance to ask any questions about both the local and HUD application processes.
- Applicants complete local application materials by a date announced at the Technical Assistance Workshop, typically within four (4) to six (6) weeks of the NOFA release (and generally not less than thirty (30) days prior to the NOFA submission deadline).

- Any late application received within forty-eight (48) hours of the due date/time will receive a fifteen (15) point score reduction. Late applications received after forty-eight (48) hours will not be accepted.
- Incomplete applications cannot be cured for the Review and Rank Panel scoring process but must be corrected prior to HUD submission.
- Qualified, non-conflicted Review and Rank Panel members are recruited and oriented to the local review and ranking process. (See below for more detail.)
- The Review and Rank Panel members receive all local application and scoring materials and review and score each program's application.
- The Review and Rank Panel meets to jointly discuss each application, interview applicants, and to comment on ways to improve individual applications. Panel members individually score applications based on the scoring tools. The ranked list is created by the following procedures:
 - One ranked list is prepared based on a compilation of Review and Rank Panel raw scores for each application.
 - Those applications that do not meet certain threshold requirements (as detailed on the scoring tool) will not be included on the ranked list.
 - The highest scoring and eligible new permanent housing project will be selected to apply for any "Permanent Housing Bonus" funding available through the NOFA.
 - In order to promote system performance by preventing returns to homelessness and promoting housing stability and retention, the CoCB has determined that Permanent Supportive Housing projects with a strong track record of performance as demonstrated through their APRs and other data, may be prioritized above any new projects that have not demonstrated their ability to better enhance system performance. Performance requirements for this purpose are projects that 1) meet HUD guidelines for Housing First; 2) maintain an 80% occupancy rate (unless funded in the last two NOFA funding cycles, in which case occupancy rate may not yet have achieved 80%) and 3) participate in Homeless Management Information System.
 - In order to promote system performance by promoting housing stability and retention and enabling newly funded PSH projects to quickly house and retain individuals in housing, the CoCB has determined that newly funded projects (those funded in the last two NOFA funding cycles) will be scored as renewal PSH projects and eligible to be prioritized above new projects as outlined above; and in the outcome measures of Section 2 of the Renewal Scoring Tool, points will be awarded based on pro-rated occupancy and capacity measures.
 - The Review and Rank Panel determines if any renewal project should be considered or a decrease in funding due to substandard performance. Any funding captured from an existing project will be made available for reallocation to a new project that meets the requirements in the NOFA application.
- Scoring results are sent to applicants with a reminder of the appeals process at least 15 days before CoC Application deadline. (See below for more details on the appeals process.) In addition, projects are given feedback from the Review and Rank Panel on the quality of their application and ways they can improve their final submission to HUD.
- Appeals, if any, are considered.
- A final ranked project list is submitted to the CoCB for review and approval.

- The Collaborative Applicant collects all final Project Applications and submits them to HUD, along with the CoC Application, as part of the CoC's Consolidated Application.

Review and Rank Panel Membership

The Collaborative Applicant recruits between three (3) and five (5) Review and Rank Panel members who are:

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

To serve on the Review and Rank Panel, members must:

- Sign a statement declaring that they have no conflict of interest and a confidentiality agreement; and
- Be able to dedicate time for application review and Review and Rank Panel meetings as scheduled by the Collaborative Applicant.

Reallocation of Funds

HUD allows CoCs to reallocate funds from non- and/or under-performing projects to higher priority community needs that also align with HUD priorities and goals. The Review and Rank Panel facilitates the reallocation discussion and process, in consultation with the CoC and CoCB. All final decisions about reallocation must be approved by the CoCB.

Using All Available Funds

The Napa CoC will do everything possible to ensure it applies for all funds available to the community. Thus, if all on-time applications have been submitted and it appears that either: 1) the community is not requesting as much money as is available from HUD, 2) no Permanent Housing Bonus (or other special project as defined by HUD) projects have been submitted, or 3) there are reallocated funds available, then:

- The Collaborative Applicant will email the CoCB and other interested parties (all homeless service and housing providers in the CoC area) with specifics regarding how much money is available and or which type of programs.
- The Collaborative Applicant will provide technical assistance and guidance, as needed, to ensure applicants understand the funding requirements.
- Any additional applications for these funds will be due as soon as possible after this email is distributed, as determined by NOFA submission deadline.

Appeals Process

All eligible applicants have the opportunity to appeal both their score and preliminary ranking prior to the ranked list being finalized and approved by the CoCB. The Appeals Committee will only be established if an applicant requests an appeal.

The Appeals Committee

The Appeals Committee will be comprised of three (3) impartial members of the CoCB. These three voting members will not have participated in the original Review and Rank Panel. No member of the Appeals Committee may have a conflict of interest with any of the agencies applying for CoC Program funding. All members of the Appeals Committee must sign conflict of interest and confidentiality statements. If there are insufficient CoCB members who qualify for the appeals committee, a member of the CoC may participate in the Appeals Committee.

The role of the Appeals Committee is to read and review only those parts of the application that are being appealed. If deemed necessary, the Appeals Committee may request that one member of the Review and Rank Panel attend the meeting in a non-voting, advisory capacity.

Eligible Appeals

- The application of any Project Applicant agency that receives less funding than applied for may be appealed.
- The application of any Project Applicant agency that is ranked in a Tier 2 (if tiers are required by HUD) may be appealed.
- The application of any Project Applicant agency that is ranked in the bottom third of Tier 1 (if tiers are required by HUD) may be appealed.

Note: Project Applicants that have been found to not meet the threshold requirements are not eligible for an appeal.

Applicants may appeal if they can prove their score is not reflective of the application information provided, or if they can describe bias or unfairness in the process that warrants the appeal.

The Appeals Process

- Any and all appeals must be received in writing with supporting documentation within three (3) business days of the notification of ranking to projects.
- All notices of appeal must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed.
- The notice of appeal must include a written statement specifying in detail the grounds asserted for the appeal. The appeal must include a copy of the application and all accompanying materials submitted to the Review and Rank Committee. No additional information can be submitted. The appeal is limited to one single spaced page in 12-point font.
- All valid appeals will be read, reviewed, and evaluated by the Appeals Committee.
- The Appeals Committee will meet to deliberate the appeal.
 - The Appeals Committee will review the rankings made by the Review and Rank Committee only on the basis of the submitted project application, the one page appeal, any statements made during the appeal process, and the material used by the Review and Rank Panel. No new information can be submitted by the Project Applicant appealing or reviewed by the Appeals Committee.
 - The decision of the Appeals Committee must be supported by a simple majority vote.

- The appealing agency will receive a written decision of the Appeals Committee within two (2) business days of the Appeals Committee Meeting.
- The decision of the Appeals Committee will be final.

Final Prioritized List of Applications

The CoCB must approve the final ranked list of all Project Applicant proposals. Any CoCB members with a conflict of interest must recuse himself/herself from all related discussions and abstain from the vote approving the priority list. The Collaborative Applicant will then submit this prioritized list to HUD by the NOFA deadline as part of the CoC Consolidated Application. Conditional award funding is typically based upon the prioritized list of Project Applicants that are submitted; however, actual awards/award amounts are determined by HUD.

V. RECORDKEEPING

Per HUD Regulations, Collaborative applicants must keep records documenting compliance with HUD requirements (See 24 CFR 578.103). The Collaborative Applicant will keep evidence of the following according to CoCB-approved record-keeping requirements:

- The CoCB meets board structure requirements:
 - Approved copy of a governance charter establishing the CoCB and including a written process to select a board, and
 - Board roster (including CoCB members' affiliations/ representation(s)).
- The CoC has been established and operated as set forth in the CoC Regulations.
- The CoC has prepared the application for funds.
- The CoCB is compliant with HUD's conflict of interest requirements, including having a conflict of interest policy signed by all CoCB members.



A Tradition of Stewardship
A Commitment to Service

Napa County Continuum of Care

Homeless Management Information System

Governance Charter

November 2015

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Executive Summary

HMIS Overview

The United States Department of Housing and Urban Development (HUD) defines the Homeless Management Information System (HMIS) as the information system designated by the Continuum of Care (CoC) to comply with HUD's data collection, management, and reporting standards. The HMIS collects data to measure the efficacy of services provided to homeless persons and those persons at risk of homelessness. It is intended to generate unduplicated counts of homeless persons, as well as explore the nature of homelessness in general. The data collected by the HMIS are used to drive evidence-based decisions at the local, state, and national level, with the ultimate goal to eradicate homelessness in the United States.

This document outlines the Napa CoC HMIS Governance structure that governs Napa CoC HMIS operations, while dictating the roles and responsibilities of all parties involved. This document is to be used in tandem with the Napa CoC HMIS Policies and Procedures Manual, which outlines the policies, procedures, guidelines, and standards for Napa CoC HMIS operations.

Napa CoC HMIS Governance Charter

This Napa CoC HMIS Governance aims to provide structure for decision-making, as well as formalize the roles and responsibilities of all HMIS entities. It defines the relationship between the HMIS implementation, the Napa Continuum of Care, and the participating providers, and establishes oversight and leadership expectations surrounding the HMIS.

Napa CoC HMIS Governance Model

The Napa CoC HMIS governance model is that of a HMIS Policy Committee. This HMIS Policy Committee is comprised of the following:

- CoC representatives
- HMIS Lead Agency Staff
- Participating Agency Staff and Consumers

However, in this governance model, the Napa Continuum of Care is responsible for all final decisions regarding the planning of policies and procedures, coordination of resources, data integration, determination of software applications, while also directing the HMIS lead agency.

Designations

Napa Continuum of Care (CoC)

The entity is composed of representatives of relevant organizations in the County of Napa, which generally includes nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons that are organized to plan for and provide, as necessary, a system of outreach, engagement, and assessment; emergency shelter; rapid re-housing; transitional housing; permanent housing; and prevention strategies to address the various needs of homeless persons and those persons at risk of homelessness for the County of Napa.

HMIS Lead Agency and Administrator (Napa County Health and Human Services Agency)

The entity designated by the Napa CoC to oversee the day-to-day administration of the HMIS system. The duties of the HMIS Lead Agency are:

- Ensure all recipients of funds from the Emergency Solutions Grants Program (ESG) and programs authorized by Title IV of the McKinney-Vento Act participate in HMIS
- Develop written policies and procedures for all Covered Homeless Organizations (CHOs)
- Execute an HMIS participation agreement with each CHO
- Serve as the applicant to HUD for any HMIS grants that will cover the CoC geographic area
- Monitor compliance by all CHOs with the CoC
- Submit a Security Plan, Data Quality Plan, and a Privacy Plan to the CoC for approval within 6 months of the finalization stage of the HMIS Requirements Proposed Rule. These documents must be reviewed and updated annually. Implementation of the policies outlined in the plans must be implemented within 6 months of the date of CoC approval of the plans

Note: The HMIS Lead is the only organization with the authority by the CoC to make system-wide decisions regarding the HMIS. Their decisions will impact all CHOs within the continuum.

HMIS Policy Committee

Group of entities that provide recommendations on use of software and software enhancement. At least one homeless person or formerly homeless person must participate in policymaking. Participation can include but is not limited to the following entities (as defined by HUD): governing board leadership, advisory committees, staff positions, and sub-committee positions.

HMIS Software Application

The CoC has designated Clarity Human Services software to serve as its HMIS. Clarity Human Services software is a product of Silver Spur Systems, LLC., and will hereafter be referred to as the Clarity System.

Participating Agencies

Any agency that makes reasonable efforts to record all HUD-defined Universal Data Elements and all other required data elements as outlined by HUD funding requirements on all clients served, and discloses these data elements to the HMIS Lead Agency.

Any agency providing homeless services and wishing to participate in HMIS will complete and submit a HMIS Participation Agreement application. This application is reviewed by the HMIS Lead for approval. In the event there is a question regarding the need to participate, the application is taken to the HMIS Policy Committee for approval/denial.

The HMIS Policy Committee has given the HMIS Lead authorization to approve applicants to use HMIS if the HMIS Lead is confident that the applying agency is serving the homeless population.

HMIS Grantee

Entity responsible for soliciting, collecting, and analyzing feedback from end-users, program managers, agency executive directors, and homeless persons.

HMIS Funding

HMIS Leads and CHOs must refer to program regulations to determine how funds are made available. Program regulations for the HUD McKinney-Vento Act programs can be found in the regulations of Chapter V of title 24 of the Code of Federal Regulations. These regulations explain how funds are made available, and the requirements attached to those funds.

ESG & McKinney-Vento Act funding recipients and sub-recipients must participate in the Clarity Napa system. Only homeless service providers receiving CoC and ESG funding can access HMIS funding.

Statutory Authority

The implementation of the McKinney-Vento Act in 1987 created valuable programs aimed to assist homeless persons or persons at risk for homelessness regain independence and stability. However, despite its promising beginnings, the McKinney-Vento Act, and the programs it fostered, operated without measurement of efficacy for over 15 years; no government entity conducted a comprehensive review. Therefore, in 2001, Congress enlisted the U.S. Department of Housing and Urban Development (HUD) to enforce the requirement that every jurisdiction present to Congress unduplicated client-level data within three years.

HUD formulated a strategic plan to test the efficacy of the McKinney-Vento Act while also improving data collection, reporting, and analysis at the local and national levels. Their strategy consisted of four approaches:

- They established funding for the implementation and maintenance of HMIS.
- They created a technical assistance program to assist jurisdictions in their data collection, analysis, and reporting efforts.
- They initiated the development of the nationwide Annual Homeless Assessment Report (AHAR) as means to present to Congress collective homeless data from individual jurisdictions nationwide.
- They began to analyze the most viable approaches to obtaining homeless client-level reporting

This plan amplified competition among CoCs as they strived to obtain homeless assistance funding. As the importance of HMIS applications increased, so did their complexity and sophistication.

CoCs became increasingly aware of the data collection and reporting requirements imposed by Congress, and in 2004, HUD submitted their Third Progress Report to Congress. As a result, Congress and HUD implemented the first HMIS Data and Technical Standards Final Notice. This Notice made the implementation and maintenance of HMIS mandatory to obtain Federal funding for homeless relief efforts.[4] In 2010, the HMIS requirements were further modified. Currently, CoC's are awaiting the implementation of the upcoming HMIS Requirements Proposed Rule.

Collectively, these provisions provide statutory requirements for this governance charter, which aims to organize the accurate collection and reporting of comprehensive data regarding the characteristics and needs of homeless persons and those at risk of homelessness.

Policies & Procedures

The following policies and procedures are primarily derived from the 2004 HMIS Data and Technical Standards: Final Notice and the 2010 HMIS Data Standards: Revised Notice.

Note that this governance charter will be updated upon the finalization of the HMIS proposed rule.

This section is comprised of six (6) sections:

- Planning & Software Selection
- HMIS Management & Operations: Governance & Management
- HMIS Management & Operations: Compliance Monitoring
- HMIS Management & Operations: Data Quality
- HMIS Development & Oversight
- Other Federal Requirements

1. Planning & Software Selection

The following policies and procedures are derived from the most recent HUD HMIS Requirements.

1.1 HMIS Planning & Strategic Activities

Development of activities related to HMIS growth. These activities will be reviewed regularly, and remain in accordance with the CoC's goals.

Responsible Party: HMIS Lead

1.2 HMIS Program Milestones Development

Identification of general milestones for project management, including training, expanded system functionality, etc.

Responsible Party: HMIS Lead

1.3 Universal Data Elements

HMIS must be equipped to manage the collection of each data variable and corresponding response categories for the Universal Data Elements as outlined in the 2010 HMIS Data and Technical Standards.

Although HUD strives to ensure that the HMIS remains *“a system of accuracy, integrity, and confidentiality”* they are aware that excessively stringent technical, security, and data standards may limit the ability of CoCs to adapt to beneficial changes in technology. Therefore, the standards listed in the following section are broad in nature. HUD states they will provide specific details applicable to each area in a separate notice and public comment process, thus enabling them to be more responsive to changes in technology.

Proposed Requirements:

- HMIS must be capable of unduplicating client records, must contain fields that collect all HUD-required data elements, and must maintain historical data
 - HMIS must generate Standard HUD Reports, Data Quality Reports, and Audit Reports
- Responsible Party: HMIS Lead

1.4 Program-Specific Data Elements

HMIS manages the collection of each data variable and corresponding response categories for the Program-Specific Data Elements as outlined in the 2010 HMIS Data and Technical Standards.

Responsible Party: HMIS Lead

1.5 Unduplicated Client Records

HMIS generates a summary report of the number of unduplicated client records that have been entered into the HMIS.

Responsible Party: HMIS Lead

1.6 APR Reporting

HMIS is consistently able to produce a reliable Annual Performance Report (APR).

Responsible Party: HMIS Lead

1.7 AHAR Participation

Participation in the AHAR (Annual Homeless Assessment Report) is ensured.

Responsible Party: HMIS Lead

1.8 HMIS Reports

HMIS generates clients-served reports, utilization summary reports, and demographic reports at both the system and program levels for the purpose of understanding the nature and extent of homelessness.

Responsible Party: HMIS Lead

2. HMIS Management & Operations: Governance & Management

2.1 HMIS Governance Structure

Development of a HMIS governance model that is formally documented between the HMIS Lead Agency/grantee and the community planning body(ies). This document is to be a formal agreement that outlines management processes, responsibilities, decision-making structures, and oversight of the HMIS. Adherence to the agreement is to be regularly monitored (as evidence by a Memorandum of Understanding, Letter of Agreement, or similar such documentation).

HMIS Governance Standards:

- HMIS Lead is responsible for development of local HMIS policies and procedures
- HMIS Lead and CHO are responsible for ensuring that HMIS processing capabilities

coincide with the privacy obligations of the CHO

- HMIS Lead must conduct annually (at minimum) an unduplicated count of clients served and an analysis of unduplicated amounts. This information is to be presented to the CoC and when requested by HUD
- HMIS Lead must submit reports to HUD as required
- CHO must comply with applicable standards from HMIS Requirements Proposed Rule
- CHO must comply with federal, state, and local privacy laws. If a privacy or security standard conflicts with other federal, state, and local laws, the CHO and HMIS Lead are jointly responsible for updating the policies and procedures.
- HMIS Lead must develop a privacy policy
- HMIS Lead must ensure HMIS vendor acts in accordance with HMIS standards issued by HUD

Responsible Party: CoC

2.2 HMIS Oversight Inclusive Participation

Membership of the HMIS Policy Committee is inclusive of decision makers representing the Napa CoC and community.

Responsible Party: CoC

2.3 HMIS IT Issue Monitoring (Community Level)

HMIS System service requests, activities, deliverables and resolutions are reviewed on a regular basis. When necessary, authoritative support is provided to expedite IT issue resolution.

Responsible Party: HMIS Lead

2.4 HMIS Technical Support

Technical expertise that is commensurate with the general HMIS program oversight is provided in addition to timely support on high level technical matters. All necessary HMIS software changes in response to the changing requirements of participating agencies are reviewed and authorized. All general special issues presented by participating agencies are reviewed and authorized.

Responsible Party: HMIS Lead

2.5 HMIS Software Technical Support

Technical expertise commensurate with the requirements of the HMIS software and/or system is provided; Timely support on software technical matters is provided; Authorized changes to the HMIS software and processes are implemented; Resolutions to any special issues authorized by the HMIS Technical Support Entity within the software and/or overall system are implemented.

Responsible Party: HMIS Lead

2.6 HMIS IT Issue Tracking

An updated list of HMIS system service requests, activities, deliverables, and resolutions is maintained on a regular basis.

Responsible Party: HMIS Lead

2.7 HMIS Staff Organization Chart

A current and accurate organization chart that clearly identifies all team members, their roles and responsibilities, and general work activities/functions is maintained on a regular basis. This organization chart is made available for review.

Responsible Party: HMIS Lead

2.8 HMIS Software Training

Regular training on software usage, software and data security, and data entry techniques to participating agencies is provided. The development, updating, and dissemination of data entry tools and training materials occur on a regular basis. The system is monitored and ensured on a regular basis.

User Training: Clarity Human Services will provide training to instruct the Clarity System Administrator in the proper procedures required to supervise and maintain the operation of the HMIS. System Administration training will cover security, configuration, and user customization.

End User Training Schedule: The HMIS Lead will provide training in the day-to-day use of the Napa system. Training class size will be offered as needed.

Responsible Party: HMIS Lead

2.9 System Operation & Maintenance

Operation and maintenance of the HMIS System is conducted on a daily basis.

Responsible Party: HMIS Lead

2.10 HMIS User Feedback

Mechanisms for soliciting, collecting, and analyzing feedback from end users, program managers, agency executive directors, and homeless persons are managed and maintained. Feedback includes impressions of operational milestones and progress, system functionality, and general HMIS operations. Examples of feedback include annual satisfaction surveys.

Responsible Party: HMIS Lead

3. HMIS Management & Operations: Compliance Monitoring

3.1 HMIS Management Issues

HMIS is managed in accordance to the policies, protocols, and goals of Napa CoC.

Responsible Party: CoC

3.2 HMIS Program Milestones Monitoring

Milestones, notes variances, and reports variances to CoC membership is monitored.

Responsible Party: HMIS Lead

3.3 Agency and Program HMIS Participation

Program- and agency-level participation in HMIS is monitored on a regular basis via the comparison of point-in-time census of beds/slots to clients served. Agencies report all findings to the Napa CoC.

All monitoring activity is documented. Acceptable documentation methods can include but are not limited to the following reports: [DQXX-103] Monthly Staff Report; Monthly Agency Utilization Report; [HSNG-102] CoC Housing Assessment Report; [HSNG-103] Housing Inventory Report; Monthly Housing Report (both CoC- and Agency-based); Weekly Housing Census; Performance Monitoring Report(s).

Responsible Party: CoC

3.4 Data and System Security

Agency staff are instructed and required to adhere with the HMIS data and system security protocols as outlined by the CoC and the most current HUD HMIS Data and Technical Standards.

HMIS Security Standards:

- HMIS Lead must establish a security plan that is approved by the CoC

- HMIS Lead must designate a security officer
- HMIS Lead must report security incidents
- HMIS Lead must establish a disaster recovery plan
- HMIS Lead must conduct an annual service review
- HMIS Lead must ensure that each CHO designates a security officer
- HMIS Lead must ensure that each user completes user training (at the minimum annually)
- HMIS Lead must ensure that each CHO conducts an annual security review

Responsible Party: HMIS Lead

3.5 Client Consent

Client consent is obtained and documented according to the Client Consent Policies and Protocols of the Napa CoC.

Interagency Data Sharing Agreements: Agencies that will be sharing client specific records must agree in writing to uphold specified minimum standards of privacy protection.

Written Client Consent Procedure For Data Entry: Agencies must obtain the client's consent prior to entering information concerning a client into the system. If a client does not consent, services should not be denied to the client. The agency can use the anonymous client function in appropriate cases.

Confidentiality And Consent Forms: Agencies must use the forms approved by the HMIS Policy Committee. Agencies that share protected health information must have internal procedures for obtaining client consent prior to the sharing of this information.

Privacy Notice: Agencies must develop a privacy notice, and incorporate the Clarity Privacy Notice into its policies and procedures. In addition, HUD mandates that organizations develop policies and procedures to distribute privacy notices to their employees, which include having employees sign to acknowledge receipt of the notices.

Responsible Party: Participating Agency

4. HMIS Management & Operations: Data Quality

4.1 Data Quality Standards

Community level data quality plan and standards are developed and enforced. A standard interview protocol that facilitates the collection of required data elements is developed. These standard interview protocols include standardized intake as well as standardization of all subsequent interviews.

Data Quality Standards:

- HMIS Lead must set data quality benchmarks for CHOs separately for lodging and non-lodging projects.
- Minimum Bed Coverage Rates: Measures the level of lodging project providers' participation in HMIS. Must be calculated separately for emergency shelter, safe haven, transitional housing, and permanent housing.
- Divide the number of HMIS participating by the total number of year-round beds in the CoC geographical area.
- Service-Volume Coverage Rates: Service-Volume coverage rate will all calculation of the coverage rate for a HUD-defined category of projects that do not offer overnight accommodations, such as homelessness prevention projects or street outreach projects. Must be calculated for each comparable database.
- Divide the number of persons served annually by the projects that participate in the HMIS by the number of persons served annually by all CoC projects within the HUD-defined category.
- HMIS Lead must develop and implement a Data Quality Plan. HMIS must be able to generate reports monitoring data quality.

HMIS Leads and CHOs must refer to applicable program regulations in regards to the length of time records are to be maintained and monitored. While the HMIS Lead is permitted to archive the data in HMIS, they must follow HUD archiving data standards.

Responsible Party: Creation: CoC; Enforcement: All entities

4.2 Universal Data Elements

Data quality reports are regularly reviewed at community planning level. These data quality reports generate information that covers data entry completion, consistency with program model, and timeliness as compared to the community data quality standards. All standardized interview protocol adhere to the Universal Data Elements requirements.

The Universal Data Elements will be collected and/or verified per HUD procedure at initial

intake and any subsequent program enrollment, and then entered into the HMIS within a specified period of time following the collection of the data.

Responsible Party: Participating Agency

4.3 Program Specific Data Elements

The collection of each data variable and corresponding response categories specific to their program type on all clients served by McKinney-Vento funding is ensured. All standardized interview protocol prescribed by HUD is followed.

The Program-Specific Data Elements are collected and/or verified per HUD procedure at initial intake and any subsequent program enrollment, and then entered into the HMIS within a specified period of days from the collection of the data.

Reporting agencies are required to report program entry and exit dates upon the entry or exit of program participants. Entry dates should record the first day of service or program entry with a new program entry date for each period/episode of service. Exit dates should record the last day of residence in a program's housing before the participant leaves the shelter or the last day a service was provided.

Responsible Party: Participating Agency

4.4 Data Quality Reports – Technical Assistance

Data quality reports that indicate levels of data entry completion, consistency with program model, and timeliness as compared to the community data quality standards are disseminated to participating programs. Technical assistance and training needs are determined according to these reports.

Responsible Party: HMIS Lead

4.5 Data Quality Reports to Planning Entity

Data quality reports that indicate cross program levels of data entry completion, consistency with program model, and timeliness as compared to the community data quality standards are disseminated to the community planning entity on a regular basis.

Responsible Party: CoC – HMIS Policy Committee

4.6 Meta Data Elements

Meta Data Elements are defined as elements of information that describes an item; they are not the item itself. Meta Data Elements do not actually appear on the screen, but instead describe the data fields that do appear on the screen. Thus, Meta Data Elements are an integral and automated component of the data collection process. Examples of Meta Data Elements

include:

- Data Created
- Data Updated
- Data Collection Stage
- Information Update
- Project Identifier
- Project Entry Identifier
- User

Requirements: Each data variable and corresponding response categories specific to their program type on all clients served by McKinney-Vento funding are collected through proper data collection. All standardized interview protocol adheres to the most current HMIS requirements. Therefore, the Meta Data Elements are collected and/or verified per HUD procedure at initial intake and any subsequent program enrollment, and entered into the HMIS within a specified period of time following the collection of the data.

Responsible Party: Participating Agency

5. HMIS Policy Development & Oversight

5.1 Participation Rates

HMIS coverage rates of the Napa CoC are reviewed and monitored on a regular basis. Agencies with coverage rates lower than 75% participation are required to provide explanation for the barriers to implementation. Ongoing engagement activities and barrier resolution with non-participating agencies is required.

Responsible Party: HMIS Lead

5.2 Client Confidentiality & Privacy Training

Training on client confidentiality and privacy requirements are provided to intake staff, data entry staff, and reporting staff at all participating agencies on a regular basis. All agencies have sufficient privacy policies and protocols in place.

Responsible Party: HMIS Lead

5.3 Performance Measurement Training

Regular training and guidance on program performance measurement is provided.

Responsible Party: HMIS Lead

5.4 Participating Agency Documentation

The number of participating agencies (utilizing the system) is maintained and documented on a regular basis. A comparative analysis of planned versus actual deployments at the project level is highly desired but not compulsory.

Responsible Party: HMIS Lead

5.5 Participation Rates

Regular reports on HMIS participation rates is provided to Napa CoC. An analysis of agency-specific barriers with potential solutions is highly desired but not compulsory.

Responsible Party: CoC

5.6 Policies & Procedures

HMIS Policies and Procedures are fully documented and available.

Responsible Party: HMIS Lead

5.7 Agency Participation Agreement

Written agreements that describe the protocols for participation in the HMIS are established with participating agencies.

Responsible Party: HMIS Lead

5.8 Data Sharing Agreements

Written agreements with participating agencies who share client level data are maintained. These agreements describe the level of data element or program information sharing among the data sharing HMIS agencies.

Sharing Of Information: Clients must consent to the sharing of their information prior to that information being shared with participating agencies. In the event that the client agrees to have their information entered into the HMIS, but does not agree to have it shared with other agencies, the user can make the client record anonymous by using the 'Private Option'.

Sharing Protected Information: A separate Release of Information (ROI) indicating what information the client agrees to have shared with other participating agencies must be signed prior to sharing of any Protected Personal Information (PPI).

Printed Information: Any printed records that are disclosed to the client or another party should indicate: the person and/or agency to whom the record is directed, the date, and the initials of the person making the disclosure.

Requests For HMIS Client Information: The agency must notify the HMIS Program

Administrator within one working day when the agency receives a request from any individual or outside organization for client-identifying information.

Case Notes: It is understood that client case notes will not be shared, and that each agency will have the ability to enter its own private notes about a client. The Release of Information (ROI) form will be a dated document that expires. The provider will only be able to access the information specified on the ROI that was entered into the system during the time the ROI was in effect. Also, the client can decide at any time that they want to have their information closed, in full or in part, and/or client file deactivated.

Responsible Party: HMIS Lead

5.9 HMIS End-User Agreement

A written agreement with each authorized user of the HMIS is maintained. This agreement defines participation protocols, including training criteria, consent protocols, system use, and privacy and security standards.

Responsible Party: HMIS Lead

5.10 Data Release

The CoC maintains a defined and documented HMIS data release protocol that governs release of all data from the HMIS.

Responsible Party: CoC

5.11 Program Training & Orientation

All required Clarity Napa participants pertaining to HMIS standards receive training and orientation on regulations regarding McKinney-Vento funding.

Responsible Party: CoC

5.12 Client Consent

The CoC has a defined and documented client consent protocol to be used as a baseline practice among all participating HMIS users.

Responsible Party: CoC

6. Other Federal Requirements

6.1 Drug-Free Workplace

The HMIS Grantee adopts and enforces a drug-free workplace policy. The policy is posted and

available for review.

Responsible Party: HMIS Grantee

6.2 Conflict of Interest

The HMIS Grantee adopts a conflict of interest policy for board members, staff, and volunteers.

Responsible Party: HMIS Grantee

6.3 Equal Opportunity & Non-Discrimination Policy

The HMIS Grantee adopts an equal opportunity and non-discrimination policy.

Responsible Party: HMIS Grantee

NAPA COUNTY CONTINUUM OF CARE

The signature below certifies that

- 1) The Napa Continuum of Care ("CoC") has formally approved and adopted the attached CoC HMIS Governance Charter, as reflected in the minutes of the CoC Board Meeting November 5, 2015, and the attached Memorandum of Understanding dated November 16, 2015.

THE NAPA CONTINUUM OF CARE ("CoC")

By: The Collaborative Applicant, its designee



Name: _____ Mitch Wippern _____

Date

Title: _____ Chair, Napa Continuum of Care _____



A Tradition of Stewardship
A Commitment to Service

NAPA COUNTY CONTINUUM OF CARE

Memorandum of Understanding

This agreement is entered into by Napa County Continuum of Care ("the CoC") and Napa County Health and Human Services Agency ("HHSA").

In accordance with the U.S. Department of Housing and Urban Development data collection mandates, HHSA implements and operates a Homeless Management Information System (HMIS) called Clarity by BitFocus for client tracking throughout the Napa County Continuum of Care.

HHSA was selected by Napa CoC as HMIS Lead Agency and Administrator to fulfill the roles and responsibilities outlined in the Napa CoC HMIS Governance Charter and Policies & Procedures, including:

- Ensure all recipients of funds from the Emergency Solutions Grants Program (ESG) and programs authorized by Title IV of the McKinney-Vento Act participate in HMIS
- Develop written policies and procedures for all Covered Homeless Organizations (CHOs)
- Execute an HMIS participation agreement with each CHO
- Serve as the applicant to HUD for any HMIS grants that will cover the CoC geographic area
- Monitor compliance by all CHOs with the CoC
- Submit a Security Plan, Data Quality Plan, and a Privacy Plan to the CoC for approval within 6 months of the finalization stage of the HMIS Requirements Proposed Rule. These documents must be reviewed and updated annually. Implementation of the policies outlined in the plans must be implemented within 6 months of the date of CoC approval of the plans.

The Napa CoC is responsible for:

- Development of an HMIS governance model that is formally documented
- HMIS oversight inclusive participation
- HMIS management in accordance with the policies, procedures, and goals of the CoC
- Monitoring of program- and agency-level participation in HMIS
- Development and enforcement of data quality standards
- Analysis of HMIS participation rates
- Maintenance of an HMIS data release protocol
- Offer of standard certification and orientation on regulations
- Defined and documented client consent protocol

NAPA COUNTY CONTINUUM OF CARE

The signing of this Memorandum of Understanding certifies concurrence with the terms and conditions agreed upon by both parties hereto; no other agreement, oral or otherwise shall be deemed to exist or be binding.

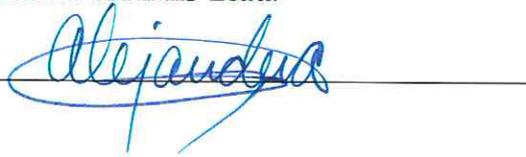
Signature of Napa County CoC Board Chairs:



Date:



Signature of HMIS Lead:



Date:



**2017 Napa CoC Consolidated Application
HMIS Policy & Procedure Manual**

See attached:

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A Tradition of Stewardship
A Commitment to Service

Napa County Continuum of Care

Homeless Management Information System

Policies & Procedures Manual

November 2015

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HMIS Contact Information

HMIS Lead Agency

Napa County

Health and Human Services Agency

Alejandra Gloria

HMIS Project Manager

Napa County

Health and Human Services Agency

Alejandra.Gloria@countyofnapa.org

HMIS Technical Support

Bitfocus Inc.

HMIS Policies & Procedures

1. HMIS Participation Policy

1 (a) Responsibilities

Beginning with the 2003 Continuum of Care (CoC) and Emergency Shelter Grants (ESG), and continuing with the Emergency Solutions Grant Homeless Prevention and Rapid Re-Housing Programs, the United States Department of Housing and Urban Development (HUD) requires all grantees and sub-grantees to participate in their local Homeless Management Information System (HMIS). This policy is consistent with the Congressional Direction for communities to provide data to HUD on the extent and nature of homelessness and the effectiveness of its service delivery system in preventing and ending homelessness.

The HMIS and its operating policies and procedures are structured to comply with the most recently released *HUD Data and Technical Standards for HMIS*. Recognizing that the Health Insurance Portability and Accountability Act (HIPAA) and other Federal, State and local laws may further regulate agencies, the Napa County HHS-HMIS may negotiate its procedures and/or execute appropriate business agreements with Partner Agencies so they are in compliance with applicable laws.

2. Participation Requirements

2 (a) Mandated Participation

All designated agencies that are funded to provide homeless services by Napa County, Bureau of Homeless and Housing Services (BHHS) and/or HUD in the State of CA must meet the minimum HMIS participation standards as defined by this Policy and Procedures manual. These designated programs include: emergency and transitional shelter, and permanent housing programs for people experiencing homelessness, Homelessness Prevention, and Rapid Re-Housing programs. These participating agencies will be required to comply with all applicable operating procedures and must agree to execute and comply with an HMIS Agency Participation Agreement.

2 (b) Voluntary Participation

Although non-funded agencies are only required to meet minimum participation standards, Napa County-HMIS and each CoC strongly encourages non-funded agencies to fully participate with all of their homeless programs.

While each CoC cannot require non-funded providers to participate in the HMIS, the CoC works closely with non-funded agencies to articulate the benefits of the HMIS and to strongly encourage their participation in order to achieve a comprehensive and accurate understanding of homelessness in Napa County.

3. Minimum Participation Standards

- Collect all of the universal data elements, as defined by HUD, for all programs operated by the agency that primarily serve persons who are homeless, formerly homeless, or at risk of becoming homeless.
- For all programs, enter federally required client-level data into the HMIS.
- For all programs funded by Napa County Health and Human Services, enter federally required AND county-required client level data.
- Complete data entry within specific timeframes, depending on the type of program (see *Section 9. HMIS Data Quality Policies and Procedures*).
- Comply with all HUD regulations for HMIS participation.

The Napa County-HMIS uses all submitted data for analytic and administrative purposes, including the preparation of Napa County-HMIS reports to funders and the Continuum's participation in the Federal Annual Homeless Assessment Report (AHAR).

4. HMIS Agency Participation Requirements

- Authorized agency users directly enter client-level data into the HMIS database. Users have rights to access data for clients served by their agency and use HMIS functionality based on their user level privileges. The agency's data is stored in the HMIS central database server, which is protected by several levels of security to prevent access from unauthorized users.
- Each agency shall designate at least one Agency Administrator who is the agency's point person/specialist regarding HMIS. The Agency Administrator is responsible for:
 1. Providing and maintaining agency specific information for the Executive Director and Agency Administrator (i.e.: name, address, email address and contact phone number);
 2. Organizing its agency's users;
 3. Making sure proper training has taken place for the users and that all HMIS policy is being followed by all users from that agency; and
 4. Notifying the Napa County-HMIS lead agency of any staff turnover.

5. Hardware, Connectivity and Computer Security Requirements

5 (a) Workstation Specification

The minimum desktop specifications for Clarity are:

- **Computer** – PC or Mac. Clarity Human Services is also designed to be a fully mobile platform. Users on mobile devices such as Apple iOS (iPhone, iPad), Google Android, or Windows Phone gain additional functionality through GPS and camera hardware, as well as through a fully optimized touch interface for a native user experience on these devices.

- **Monitor**
 - Screen Display - 1600 x 1200 (XGA) recommended
- **Processor**
 - A Dual-Core processor is recommended.
- **Internet Connection**
 - Broadband
- **Browser**
 - Accessible from any modern web browser, including the following: Internet Explorer 9 or higher, Firefox, Chrome, and Safari.

5 (b) Internet Connectivity

Participating Program must have Internet connectivity for each workstation accessing the HMIS. To optimize performance, all agencies are encouraged to secure a high speed Internet connection with a cable modem, DSL, or T1 line.

5 (c) Security Hardware/Software

All workstations accessing the HMIS need to be protected by a Firewall. If the workstations are part of an agency computer network, the Firewall may be installed at a point between the network and the Internet or other systems rather than at each workstation. Each workstation also needs to have anti-virus and anti-spyware programs in use and properly maintained with automatic installation of all critical software updates. Good examples of anti-virus software include McAfee and Symantec (Norton) Security systems, among others.

5 (d) Agency Workstation Access Control

Access to the HMIS will be allowed only from computers specifically identified by the Participating Agency's Executive Director or authorized designee and HMIS Agency Administrator. Laptop computers will require an additional security statement indicating that they will not be used for unauthorized purposes from unauthorized locations. Access to these workstations will be controlled through both physical security measures and a password. Each agency's HMIS Agency Administrator will determine the physical access controls appropriate for their organizational setting based on HMIS security policies, standards and guidelines. Each workstation, including laptops used off-site, should have appropriate and current firewall and virus protection as specified above, see *Section 5 (c) Security Hardware/Software*.

6. HMIS User Implementation

6 (a) Eligible Users

Each Participating Agency shall authorize use of the HMIS only to users who need access to the system for data entry, editing of client records, viewing of client records, report writing, administration or other essential activity associated with carrying out participating agency responsibilities.

All Agency Administrations and End Users will be trained – either in person. When users have received training and signed all proper forms, they will be given a password so they can access Clarity.

The HMIS Sponsor (HHSA) shall authorize use of the HMIS only to users who need access to the system for technical administration of the system, report writing, data analysis and report generation, back-up administration or other essential activity associated with carrying out central server responsibilities.

6 (b) User Requirements

Prior to being granted a username and password, users must sign an HMIS User Policy, Responsibility Statement and Code of Ethics Agreement that acknowledges receipt of a copy of the agency's Privacy Policy Notice and that pledges to comply with the privacy notice. In addition, users must also fill out and sign the Data, Technology, and Security Standards form.

Users must be aware of the sensitivity of client-level data and must take appropriate measures to prevent its unauthorized disclosure. Users are responsible for protecting institutional information to which they have access and for reporting security violations. Users must comply with all policies and standards described within this *Policies and Procedures Manual*. They are accountable for their actions and for any actions undertaken with their username and password.

Agency Administrators must ensure that users have received adequate training prior to being given access to the database.

6 (c) Setting up a New HMIS User

User licenses are provided to the agency as determined by Napa County-HMIS. If the Participating Program wishes to have additional licenses, they will be available for an additional cost to that program via an invoice processed by Napa County-HMIS.

If the Participating Agency wants to authorize system use for a new user, the agency's Executive Director, Agency Administrator or authorized designee must:

- Determine the access level of the proposed HMIS user; and
- Execute an HMIS User Policy Agreement.

The HMIS System Administrator must:

- Verify that an HMIS user confidentiality agreement has been correctly executed;
- Verify that appropriate and sufficient training has been successfully completed; and
- Secure the new user ID and password in Clarity.

Once the user ID is established, if any user leaves the agency or no longer needs access to the HMIS, the Agency Administrator is responsible for **immediately** inform-HMIS System Administrator to terminate user access.

The Executive Director, Agency Administrator or authorized designee is responsible for ensuring that the user understands and complies with all applicable HMIS policies and procedures.

6 (d) Enforcement Mechanisms

The HMIS System Administrator will investigate all potential violations of any security protocols. Any user found to be in violation of security protocols will be sanctioned.

Sanctions may include, but are not limited to:

- A formal letter of reprimand to Napa County, CoC Chair and Executive Director;
- Suspension of system privileges; and
- Revocation of system privileges.

A Participating Agency's access may also be suspended or revoked if serious or repeated violation(s) of HMIS Policies and Procedures occur by agency users to ensure compliance by end users.

7. HMIS Agency Implementation

(Also see *Section 11. Data Quality Training*)

Prior to setting up a new Participating Agency within the HMIS database, the HMIS System Administrator shall:

- Verify that the required documentation has been correctly executed and submitted or viewed on site, including:
- Request and receive approval from the HMIS Sponsor Agency (see *Section: HMIS Contact Information*) to set up a new agency;
- Work with the Agency Administrator to input applicable agency and program information; and
- Work with the HMIS Sponsor to migrate legacy data, if applicable, and within the scope of normal HMIS functions. Data needing additional HMIS or third party vendor intervention will be addressed on a case-by-case basis.

7 (a) Agency Information Security Protocol Requirements

At a minimum, Participating Agencies must develop rules, protocols or procedures to address the following:

- Internal agency procedures for complying with the HMIS confidentiality requirements and provisions of other HMIS client and agency agreements;
- Posting a sign in the areas of client intake that explains generally the reasons for collecting personal information;

- Appropriate assignment of user accounts;
- Preventing user account sharing;
- Protection of unattended workstations;
- Protection of physical access to workstations where employees are accessing HMIS;
- Safe storage and protected access to hardcopy and digitally generated client records and reports with identifiable client information;
- Proper cleansing of equipment prior to transfer or disposal; and
- Procedures for regularly auditing compliance with the agency's information security protocol.

7 (b) User Access Levels

All HMIS users must be assigned a designated user access level that controls the level and type of access the user will have within the system. Each user will only have access to client-level data that is collected by their own agency.

8. HMIS Client Data/Privacy Policies and Procedures

8 (a) Client Notification Policies and Procedures

Napa County-HMIS has prepared standard documents for the HMIS User Policy Agreement and Client Acknowledgement Form. All written consent forms must be stored in a client's case management file for record keeping and auditing purposes. Forms are located on the HMIS website <http://countyofnapa.org/HHSA/HomelessServices/HMIS>.

8 (b) Open Systems Designated Groups of Common Programs that Share HMIS Data

Currently, all Napa County providers share basic person-specific data to improve safety assessment and accuracy of HMIS records for all programs, and the individuals and families who use them. Each participating program must sign a data sharing agreement that regulates how and when HMIS information is made available to all of these programs. Confidentiality and privacy are covered in the Client Acknowledgement Form that can be found on the HMIS website <http://countyofnapa.org/HHSA/HomelessServices/HMIS>.

8 (c) Definitions and Descriptions of Client Notification and Consent Procedures

8 (c) (1) Client Notice

A written notice of the assumed functions of the HMIS must be posted and/or given to each client so that he/she is aware of the potential use of his/her information and where it is stored.

See the Client Acknowledgement Form at

<http://countyofnapa.org/HHSA/HomelessServices/HMIS>. The client has a right to view a copy of his/her record upon request.

8 (c) (2) Applicability of Consents

The Participating Agency shall uphold Federal and State Confidentiality regulations to protect client records and privacy. If an agency is covered by the Health Insurance Portability and Accountability Act (HIPAA), the HIPAA regulations prevail.

8 (d) Accountability for Napa County HMIS Policy

Participating Agencies must establish a regular process of training users on the Napa County-HMIS policies and procedures outlined in this manual, regularly auditing that the policy is being followed by agency staff (including employees, affiliates, contractors and associates), and receiving and reviewing complaints about potential violations of the policy.

8 (e) Privacy Notice: Data Purpose & Use Limitations

Participating Agencies' privacy notices must include purposes for data collection and all uses and disclosures. Participating Agencies may only use or disclose Protected Personal Information (PPI) as allowed by standards and as described in the privacy notice.

Agencies may infer consent for all users and disclosures compatible with the notice. Uses or disclosures not specified in the privacy notice require consent (unless use or disclosure is required by law).

8 (f) Allowable HMIS Uses & Disclosures of Protected Personal Information

Allowable HMIS uses and disclosures of PPI include the following:

- Providing or coordinating services
- Payment or reimbursement for services
- Administrative functions
- Creating de-identified PPI
- Uses/disclosures required by law
- Aversion of serious threat to health or safety
- Reporting abuse, neglect, or domestic violence
- Research under research contract
- Certain law enforcement purposes

8 (g) Protections for Victims of Violence, Dating Violence, Sexual Assault, & Stalking

A Participating Agency may disclose PPI about an individual whom reasonably believes to be a victim of violence, dating violence, sexual assault, or stalking only to a government authority authorized by law to receive reports of abuse, neglect, or domestic violence where:

- Disclosure is required by law, and the disclosure complies with and is limited to the requirements of the law
- The individual agrees to the disclosure, or
- To the extent that the disclosure is expressly authorized by statute or regulation; and the Agency believes the disclosure is necessary to prevent serious harm to the individual or other potential victims; or if the individual is unable to agree because of incapacity, a law enforcement or other public official authorized to receive the report represents that the PPI for which disclosure is sought is not intended to be used against the individual and that

an immediate enforcement activity that depends upon the disclosure would be materially and adversely affected by waiting until the individual is able to agree to the disclosure.

A Participating Agency that makes a permitted disclosure about an individual must promptly inform the individual that a disclosure has been or will be made, except if 1) the Agency, in the exercise of professional judgment, believes informing the individual would place the individual at risk of serious harm; or 2) the Agency would be informing a personal representative (such as a family member or friend), and the Agency reasonably believes the personal representative is responsible for the abuse, neglect or other injury, and that informing the personal representative would not be in the best interests of the individual as determined by the Agency in the exercise of professional judgment.

9. HMIS Data Quality Policies and Procedures

9 (a) Data Quality Standard

- All names provided will be accurate
- Data will be entered consistently in accordance with *Section 9. HMIS Data Quality Policies and Procedures*
- All services provided will be compatible with providing program
- Data entry must be complete within the timelines specified in *Section 9. HMIS Data Quality Policies and Procedures*

9 (a) (1) Responsibility

Napa County Continuum of Care is responsible for implementing these data standards in such a way that:

- Specifies the data quality standard to be used by all participating agencies;
- Provides a mechanism for monitoring adherence to the standard;
- Provides the necessary tools and training to ensure compliance with the standard; and
- Includes strategies for working with agencies that are not in compliance with the standard.

9 (a) (2) Open Systems Data Quality

- For all programs that share basic client-specific data, corrections and updates to client information will be made by the most current program. When duplicate information is found, the agency will notify Napa County-HMIS System Administrator via email so the client data can be merged.

9 (b) Data Entry Standards by Type of Program

9 (b) (1) Emergency Shelters

All State funded Emergency shelters are required to be licensed to provide client level data into the Napa County -HMIS. Programs shall utilize the entry/exit process for every client entered into Napa County -HMIS. All Clarity data in a calendar week (Sunday 12:01 a.m.

through Saturday 12:00 a.m.) must be entered by 9:00 a.m. of the following Tuesday. Minimum data elements required by HUD, including entry/exit dates, must be entered within fourteen (14) days of an individual's entry into the program.

9 (b) (2) Non-Emergency Shelters, Shelter Plus Care, Transitional Housing Programs, Permanent Supportive Housing and other Rental Assistance Programs

All programs in this program type are required to be licensed to provide client level data into the Napa County -HMIS. Minimum data elements required by HUD, including entry/exit dates, must be entered with fourteen (14) days of an individual's entry into the program.

9 (b) (3) Outreach

Outreach programs must maintain client level data as required by Napa County, HHSA, and the CoC. All programs licensed to provide client level data into Napa County -HMIS. Programs shall utilize the entry/exit process for every client entered into Napa County -HMIS. Entry/exit dates and service transactions (if applicable) must be completed within forty-five (45) days of initial contact. Outreach providers who are not currently entering client level data into Napa County -HMIS must provide Homeless Outreach Contact Forms for clients seen the first fifteen days of the month and the last fifteen-sixteen days of the month within five (5) business days to Napa County, HHSA.

9 (b) (4) Homelessness Prevention and Rapid Re-Housing Programs

All required data will be entered into HMIS within seven (7) business days of a person's entry into services.

9 (c) Data Quality Monitoring

The Napa County -HMIS System Administrator will perform regular data integrity checks on the HMIS data, which will include the following steps:

- Run Program Data Review, Monthly Agency Utilization Report, and other data quality reports as determined by Napa County -HMIS, CoC's and Napa County, BHHS;
- Notify End User of findings and timelines for correction;
- Re-run reports for errant agencies/programs, as requested. Follow up with Agency Administrators, if necessary;
- Notify Agency Executive Director if agency administrators are not responsive to required corrective actions; and
- Notify the CoC chair and the HMIS Grantee (BHHS) regarding any uncorrected data quality issues.

9 (d) Accountability for Data Quality

- Any patterns of error at a Participating Agency will be reported to the Agency Administrator through electronic mail.
- Participating Agencies are expected to correct data errors within thirty (30) days of notification.

- When patterns of error have been discovered, users will be required to correct their data entry techniques and will be monitored for compliance.
- Programs under contract with Napa County DHHS BHHS will be considered to be out of compliance with their contract agreements if they do not demonstrate a good faith effort to make necessary data corrections within (30) thirty days. This can affect payments, and may place the program in default of the contract.
- If data is not up to date, HHS will take the following steps:
 - A formal letter of notification to Napa County, CoC Chair and Executive Director; and
 - Inclusion of the status of non-compliance of the organization in public reports.

10. Data Collection Requirements

10 (a) HUD Universal Data Elements

A Participating Agency is responsible for ensuring that a minimum set of data elements, referred to as the HUD Universal Data Elements (UDEs) as defined by the *HUD Data and Technical Standards*, will be collected and/or verified from all clients at their initial program enrollment or as soon as possible thereafter. Participating Agencies are required to enter data into the HMIS as specified in *Section 9. HMIS Data Quality Policies and Procedures*.

The UDEs are all included collectively on the Client Profile, Assessment, and HUD Entry and Exit assessments, which are on the Clarity Entry and Exit screens, respectively.

Participating Agencies must report client-level UDEs using the required response categories detailed in the “Data Types/Response Categories for Universal Data Elements” section of the *HUD Data Standards Manual*. This document can be viewed from the Napa County-HMIS website at <https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>. Also see *APPENDIX A — List of Data Elements* later in this document for a list of the data elements.

10 (b) Program-Specific Data Elements

All Participating Agencies are also responsible for ensuring that the Program-specific Data Elements, as defined by the *HUD Data and Technical Standards*, are collected from all clients that are served by applicable HUD-funded programs. These Program-specific Data Elements must be entered into the HMIS as specified in *Section 9. HMIS Data Quality Policies and Procedures*.

Participating Agencies must provide client-level data for the Program-specific Data Elements using the required response categories detailed in sections “Required Response Categories” and Program-Specific Data Elements tables shown in the *HUD Data and Technical Standards*. These standards are already incorporated into the HMIS.

The Program-specific Data Elements are located in the HUD Entry and Exit assessments, which are on the Clarity Entry and Exit screens, respectively.

10 (c) Napa County Required Data Elements

In addition to the HUD required data elements, Napa County BHHS requires the following data elements:

- First Time Homeless (all programs except Homeless Outreach)
- Is Client Chronically Homeless?
- Do you have a disability of long duration?
- Is client employed?
- If currently employed, select tenure.

See *APPENDIX B — Napa County Required Data for Program-Specific Data Elements*.

10 (d) Data Collection Limitations

Participating Agencies may only collect PPI when appropriate to the purpose of collection or when required by law, using lawful and fair means to collect the data, and where appropriate, with knowledge and consent. Participating Agencies must post a sign at each intake or comparable location and on a website (if applicable explaining generally the reasons for collection). Consent for use of data may be inferred from the circumstances.

11. Data Quality Training

11 (a) Requirements

11 (a) (1) End-User Training

Each end user of the HMIS system must complete at least one session of training with the Napa County -HMIS before being given HMIS login credentials.

11 (a) (2) Reports Training

Reports training for interested users will be made available as needed. This training will include how to use existing canned reports.

Napa County-HMIS staff encourages Participating Agencies to monitor their own data quality and become more effective in serving our clients across the Continuum.

12. HMIS Data Access Control Policies

12 (a) User Accounts

HHSA System Administrator is responsible for managing user accounts for all Agencies. They must follow the procedures documented in *Section 6. HMIS User Implementation* for user account set-up, including verification of eligibility, the appropriate training, and the establishment of appropriate user type. The assigned user type will determine each user's

individual access level to data, and System Administrator must regularly review user access privileges.

The System Administrator is responsible for removing users from the system. They should discontinue the rights of a user immediately upon that user's termination from any position with access to HMIS by emailing the System Administrator.

12 (a) (1) User Passwords

Each user will be assigned a unique identification code (User ID), preferably the first initial and last name of the user.

A temporary password will be automatically generated by the System Administrator when a new user is created. The Napa County -HMIS System Administrator will communicate the password to the user. The user will be required to establish a new password upon their initial login. This password will need to be changed every 90 days. A password cannot be used again until another password has expired. Passwords should be between 8 and 16 characters long, contain at least two numbers and one special character, and should not be easily guessed or found in a dictionary. The password format is alphanumeric and is case-sensitive. Users are prohibited from sharing passwords, even with supervisors.

(a) (2) Password Reset

Except when prompted by Clarity to change an expired password, users cannot reset their own password. The System Administrator has the ability to temporarily reset a password.

12 (a) (3) System Inactivity

Users must log off from the HMIS application and their workstation if they leave their workstation. Also, HUD requires password-protected screen-savers on each workstation. If the user is logged onto a workstation and the period of inactivity on that workstation exceeds 10 minutes, the user will be logged off the system automatically.

12 (a) (4) Unsuccessful Login

If a user unsuccessfully attempts to log in 3 times, the User ID will be "locked out", their access permission will be revoked, and they will be unable to regain access until their User ID is reactivated by the System Administrator.

12 (b) HMIS Data Ownership Policies (Client Access & Correction)

The client has the right to view and have corrections made on their own data. The Participating Agency must offer to explain information that the client does not understand. In addition, the Participating Agency must consider any request by the client to correct inaccurate or incomplete PPI, by removing, supplementing, or simply marking the information inaccurate or incomplete.

In the event that the relationship between the Napa County -HMIS and a Participating Agency is terminated, Participating Agency access is terminated. If another program is assuming the program administration then the data migrates to the new program.

12 (c) HMIS Data Use and Disclosure Policies and Procedures

Each of the HMIS Participating Programs must comply with uses and disclosure standards, as outlined in the *HUD Data and Technical Standards: Notice for Uses and Disclosures for Protected Personal Information*. For the 2014 data standards, see <https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>

12 (d) HMIS Data Release Policies and Procedures

12 (d) (1) Data Release Criteria

HMIS client data will be released only in aggregate, for any purpose beyond those specified in *Section 12 (c) HMIS Data Use and Disclosure Policies and Procedures*, according to the criteria specified below.

12 (d) (2) Aggregate Data Release Criteria

All released data must be anonymous, either by removal of all identifiers and/or all information that could be used to infer an individual or household identity.

13. HMIS Technical Support Policies and Procedures

13 (a) HMIS Application Support

As unanticipated technical support questions on the use of the HMIS application arise, users will follow these procedures to resolve those questions:

During the normal Napa County -HMIS business hours:

- Begin with utilization of the on-line help and/or training materials <http://help.clarityhs.com/>;
- If the question is still unresolved, direct the technical support question to the System Administrator; and
- If the question is still unresolved, the System Administrator can direct the question to the Napa County -HMIS team by opening a Ticket system.

After the normal Napa County -HMIS business hours:

- Begin the utilization of the on-line help and/or training materials <http://help.clarityhs.com/>;
- If the question can wait to be addressed during the following business day, wait and follow the normal business hours procedure outlined above; and
- If the question cannot wait, direct the technical support question to <http://help.clarityhs.com/> or send an email to support@bitfocus.com or call (702) 614-6690 ext. 2.

13 (b) HMIS System Availability Policies

There are times that Clarity is unavailable because Bitfocus Systems is performing necessary backup and maintenance of the HMIS database. These are usually in the late evenings when as few people

as possible need access to the system. However, when the Napa County-HMIS receives notice of a planned interruption of service for other reasons or for an abnormal amount of time, the HMIS Lead Agency will notify Agency Administrators and End Users via email. If there is an unplanned interruption to service, the Napa County-HMIS System Administrator will communicate with Clarity, and Agency Administrators and End Users will be notified of any information regarding the interruption as it is made available.

If you have any questions about policies and procedures, contact the [HMIS Lead](#), or your CoC group.

APPENDIX A — List of Data Elements

Participating Agencies must report client-level detail in the “Required Response Categories” for the HUD Universal Data Elements that are shown in the *HUD Data and Technical Standards*. These standards are already incorporated into the HMIS, and can be accessed in the document <https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf> from the HMIS website <http://countyofnapa.org/HHSA/Homeless Services/HMIS>.

1. Program Descriptor Data Elements

Organization Identifier

Organization Name

Program Identifier

Program Name

Direct Service Code

Site Information

Continuum of Care Number

Program Type Code

Bed and Unit Inventory Information

Target Population A

Target Population B

Method for Tracking Residential Program Occupancy

Grantee Identifier

2. Universal Data Elements

Name

Social Security Number

Date of Birth

Race

Ethnicity

Gender

Veteran Status

Disabling Condition

Residence Prior to Program Entry

Housing Status

Program Entry Date

Program Exit Date

Personal Identification Number

Household Identification Number

Relationship to Head of Household

Client Location

Length of Time on Street, in an ES or Safe Haven

3. Program-Specific Data Elements

3.1 Housing Status

3.2 Income and Sources

3.3 Non-Cash Benefits

3.4 Health Insurance

3.5 Physical Disability

3.6 Developmental Disability

3.7 Chronic Health Condition

3.8 HIV/AIDS

3.9 Mental Health Problem

3.10 Substance Abuse

3.11 Domestic Violence

3.12 Contact

3.13 Date of Engagement

3.14 Services Provided

3.15 Financial Assistance Provided

3.16 Referrals Provided

3.17 Residential Move-In Date

3.18 Housing Assessment Disposition

3.19 Housing Assessment at Exit

4. PATH Program Specific

Number	Element	Street Outreach	Services Only
4.1	Housing Status	x	x
4.2	Income and Sources	Δ	Δ
4.3	Non-Cash Benefits	Δ	Δ
4.4	Health Insurance	Δ	Δ
4.5	Physical Disability	x	x
4.6	Developmental Disability	x	x
4.7	Chronic Health Condition	x	x
4.8	HIV/AIDS	Δ	Δ
4.9	Mental Health Problem	x	x
4.10	Substance Abuse	x	x
4.12	Contact	x	x
4.13	Date of Engagement	x	x
4.14 A	Services Provided - PATH Funded	x	x
4.16 A	Referrals Provided - PATH	x	x
4.20	PATH Status	x	x
4.21	Connection with SOAR	Δ	Δ

5. RHY Program Specific

To be developed.

6. ESG Program Specific

X = data collection is required

? = data collection is determined by how the CoC has structured the coordinated assessment in their area. Placement of the element would be required for any project that is conducting a coordinated assessment. This may be across multiple projects or sited in a central access point or coordinated intake center.

#	Element	ES e/e	ES nbn	Homelessness Prevention	RRH	Street Outreach
4.2	Income and Sources	x		x	x	x
4.3	Non-Cash Benefits	x		x	x	x
4.4	Health Insurance	x		x	x	x
4.5	Physical Disability	x	x	x	x	x
4.6	Developmental Disability	x	x	x	x	x
4.7	Chronic Health Condition	x	x	x	x	x
4.8	HIV/AIDS	x	x	x	x	x
4.9	Mental Health Problem	x	x	x	x	x
4.10	Substance Abuse	x	x	x	x	x
4.11	Domestic Violence	x	x	x	x	x
4.12	Contact		x			x
4.13	Date of Engagement		x			x
4.17	Residential Move-in Date				x	
4.18	Housing Assessment Disposition	?	?	?	?	?
4.19	Housing Assessment at Exit			x		

APPENDIX B — Napa County Required Data for Program-Specific Data Elements

In addition to the HUD required data elements, Napa County - HHSA requires the following data elements:

- **First Time Homeless?** (All programs except Homeless Outreach) Response choices=Yes/No.
- **Is Client Chronically Homeless?** Response choices=Yes/No. “Chronically Homeless” is defined as:
 1. Chronically Homeless Individual – An unaccompanied homeless adult individual (persons 18 years or older) with a disabling condition (see “Disability” definition below) who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency shelter/Safe Haven during that time. Persons under the age of 18 are not counted as chronically homeless.
 2. Chronically Homeless Family – A household with at least one adult member (persons 18 or older) who has a disabling condition (see “Disability” definition below) and who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency shelter/Safe Haven during that time.
- **Do you have a disability of long duration?** Response choices=Yes/No/Don’t Know/Refused. “Disability” is defined as any one of the following:
 1. A disability as defined in Section 223 of the Social Security Act;
 2. A physical, mental, or emotional impairment which is (a) expected to be of long-continued and indefinite duration, (b) substantially impedes an individual’s ability to live independently, and (c) of such a nature that such ability could be improved by more suitable housing conditions;
 3. A developmental disability as defined in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act;
 4. The disease of acquired immunodeficiency syndrome or any conditions arising from the etiological agency for acquired immunodeficiency syndrome; or
 5. A diagnosable substance abuse disorder.

***NOTE: If the answer to “Do you have a disability of long duration?” is “Yes,” a Disability Type MUST be entered.**

- **Employed?** Response choices=Yes/No/Don't Know/Refused
- **If currently employed, select tenure:** Response choices=Full- or Part-time



NAPA COUNTY CONTINUUM OF CARE

Memorandum of Understanding

A Tradition of Stewardship
A Commitment to Service

This agreement is entered into by Napa County Continuum of Care ("the CoC") and Napa County Health and Human Services Agency ("HHSA").

In accordance with the U.S. Department of Housing and Urban Development data collection mandates, HHSA implements and operates a Homeless Management Information System (HMIS) called Clarity by BitFocus for client tracking throughout the Napa County Continuum of Care.

HHSA was selected by Napa CoC as HMIS Lead Agency and Administrator to fulfill the roles and responsibilities outlined in the Napa CoC HMIS Governance Charter and Policies & Procedures, including:

- Ensure all recipients of funds from the Emergency Solutions Grants Program (ESG) and programs authorized by Title IV of the McKinney-Vento Act participate in HMIS
- Develop written policies and procedures for all Covered Homeless Organizations (CHOs)
- Execute an HMIS participation agreement with each CHO
- Serve as the applicant to HUD for any HMIS grants that will cover the CoC geographic area
- Monitor compliance by all CHOs with the CoC
- Submit a Security Plan, Data Quality Plan, and a Privacy Plan to the CoC for approval within 6 months of the finalization stage of the HMIS Requirements Proposed Rule. These documents must be reviewed and updated annually. Implementation of the policies outlined in the plans must be implemented within 6 months of the date of CoC approval of the plans.

The Napa CoC is responsible for:

- Development of an HMIS governance model that is formally documented
- HMIS oversight inclusive participation
- HMIS management in accordance with the policies, procedures, and goals of the CoC
- Monitoring of program- and agency-level participation in HMIS
- Development and enforcement of data quality standards
- Analysis of HMIS participation rates
- Maintenance of an HMIS data release protocol
- Offer of standard certification and orientation on regulations
- Defined and documented client consent protocol

NAPA COUNTY CONTINUUM OF CARE

The signing of this Memorandum of Understanding certifies concurrence with the terms and conditions agreed upon by both parties hereto; no other agreement, oral or otherwise shall be deemed to exist or be binding.

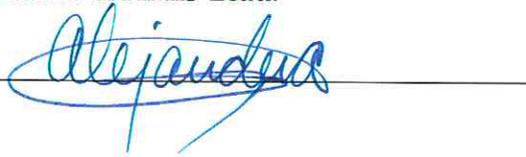
Signature of Napa County CoC Board Chairs:



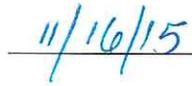
Date:



Signature of HMIS Lead:



Date:



**2017 Napa CoC Consolidated Application
PHA Administration Plan**

See attached:

1. City of Napa Housing Authority Administration Plan - Homeless Preference Section	1
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children, to the family from out of home care. FUP vouchers will also be used for youths 18 to 21 years old who left foster care at age 16 or older and lack adequate housing.

The participants for the program are referred by Napa County Health & Human Services Agency Child Welfare Services who screens and ranks referrals from community agencies that currently provide case management services to the families.

The HACN will identify and ensure the certification of FUP-eligible families and/or FUP-eligible youth that are on the waiting list and ensure that the family and/or youth will maintain their original position on the waiting list after they are certified. The HACN will also place all FUP-eligible families and/or FUP-eligible youth that have been referred from the Child Welfare Services Division (CWS) of Napa County Health & Human Services Agency on the HACN waiting list in the order of first come, first served.

3. Mainstream Vouchers

Mainstream program vouchers enable families having a person with disabilities to lease affordable private housing of their choice. Mainstream program vouchers also assist persons with disabilities who often face difficulties in locating suitable and accessible housing on the private market.

The HACN administers thirty (30) Mainstream vouchers for qualifying participants. Community agencies that have referred clients to this program will provide ongoing case management as needed.

4. Homeless Admissions Preference

The HACN administers a limited homeless preference of 15 (fifteen) Housing Choice Vouchers. The preference is limited to 15 (fifteen) Housing Choice Vouchers and the preference is restricted to referrals from a partnering homeless service agency.

The HACN will prioritize households in two ways. First, when appropriate support services are available for clients, the HACN will prioritize households that are assessed as being the highest need for permanent supportive housing using the Vulnerability Index Service Prioritization Assessment Tool (VI-SPDAT). The VI-SPDAT is the community adopted housing assessment tool for the Continuum of Care coordinated entry system. Referrals to the HACN for Housing Choice Vouchers will come directly from the coordinated entry system. Secondly, the HACN will prioritize for households who are currently living in permanent supportive housing but who no longer need intensive case management, the HACN will transition permanent supportive housing households onto Housing Choice Vouchers only when

a) households have appropriate supports to succeed in less service intensive housing and

b) turnover permanent supportive housing units are then targeted to households prioritized through the coordinated entry system.

The HACN will allow the partnering homeless service agency to verify the individual or family meets the preference qualification and the agency will verify the preference qualification before the individual or family is referred to the HACN.

H. ORDER OF SELECTION [24 CFR 982.207(E)]

1. Local Preferences - Local preferences will be used to select families from the waiting list. Each preference will receive an allocation of points. The more preference points an applicant has, the higher the applicant's place on the waiting list. Among applicants with equal preference status, the waiting list will be organized by date and time.

2. The HACN has selected the following system to apply local preferences:

CATEGORY	POINTS
Veterans	= 1 point
Federal Disaster	= 20 points
Residency	= 10 points
Family (with children/elderly/disabled individuals)	= 15 points
Single non-elderly, non-disabled person	= 0 points

3. Final Verification of Preference - Preference information on applications will be updated as applicants are selected from the waiting list. At that time, the HACN will obtain updated verifications of preference at the interview and by third party verification.

4. Preference Denial [24 CFR 982.207] - If the preference verification indicates that an applicant does not qualify for the preference, the applicant will be notified in writing within ten (10) days of the date that the preference has been denied. The HACN will offer the applicant a meeting to discuss the preference denial before the applicant is returned to the waiting list without the local preference. The difference between a meeting and a review or hearing is that the meeting can be conducted by the person who decided that the preference was denied.

I. REMOVAL FROM WAITING LIST [24 CFR 982.204(C)]

1. The HACN waiting list may be purged not more than one time each year by a mailing to all applicants , or at the HACN'S option, to all applicants who have been on the waiting list more than three years, to ensure that the waiting list is current and accurate. The mailing will request confirmation of continued interest. Mailings to the applicant that require a response will state that failure to respond within thirty (30) days from the date of the letter will result in the applicant's name being dropped from the waiting list.

If the applicant fails to respond within (30) thirty calendar days, a second notice will be sent to the applicant allowing a grace period of (30) additional days. Any applicant who responds during this grace period will be reinstated on the waiting list to their original date and time of application. Failure to respond to the second notice will result in an applicant's name being removed from the waitlist.

**2017 Napa CoC Consolidated Application
FY 2017 CoC Competition Report**

See attached:

1. FY 2017 Napa CoC Competition Report (HDX Report) with System Performance Measures	1
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2017 HDX Competition Report

PIT Count Data for CA-517 - Napa City & County CoC

Total Population PIT Count Data

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count	317	315
Emergency Shelter Total	143	148
Safe Haven Total	0	0
Transitional Housing Total	56	51
Total Sheltered Count	199	199
Total Unsheltered Count	118	116

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	98	134
Sheltered Count of Chronically Homeless Persons	57	81
Unsheltered Count of Chronically Homeless Persons	41	53

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	21	24
Sheltered Count of Homeless Households with Children	19	24
Unsheltered Count of Homeless Households with Children	2	0

Homeless Veteran PIT Counts

	2011	2016	2017
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	18	22	17
Sheltered Count of Homeless Veterans	9	8	8
Unsheltered Count of Homeless Veterans	9	14	9

2017 HDX Competition Report

HIC Data for CA-517 - Napa City & County CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2017 HIC	Total Beds in 2017 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	101	12	89	100.00%
Safe Haven (SH) Beds	0	0	0	NA
Transitional Housing (TH) Beds	68	0	55	80.88%
Rapid Re-Housing (RRH) Beds	50	0	50	100.00%
Permanent Supportive Housing (PSH) Beds	47	0	47	100.00%
Other Permanent Housing (OPH) Beds	0	0	0	NA
Total Beds	266	12	241	94.88%

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	39	38

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

Households with Children	2016 HIC	2017 HIC
RRH units available to serve families on the HIC	6	13

2017 HDX Competition Report

HIC Data for CA-517 - Napa City & County CoC

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC
RRH beds available to serve all populations on the HIC	28	50

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Summary Report for CA-517 - Napa City & 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 FY2016 data for each measure and associated metrics.

RESUBMITTING FY2015 DATA: If you provided revised FY 2015 data, the original FY2015 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.

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

	Universe (Persons)			Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)			
	Submitted FY2015	Revised FY2015	Current FY	Submitted FY2015	Revised FY2015	Current FY	Submitted FY2015	Revised FY2015	Current FY	Difference
1.1 Persons in ES and SH	531	479	432	73	72	86	54	56	77	21
1.2 Persons in ES, SH, and TH	615	542	507	114	97	129	78	71	100	29

b.

This measure includes data from each client's "Length of Time on Street, in an Emergency Shelter, or Safe Haven" (Data Standards element 3.17) response and prepends this answer to the client's entry date effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

NOTE: Due to the data collection period for this year's submission, the calculations for this metric are based on the data element 3.17 that was active in HMIS from 10/1/2015 to 9/30/2016. This measure and the calculation in the SPM specifications will be updated to reflect data element 3.917 in time for next year's submission.

	Universe (Persons)			Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference	
1.1 Persons in ES and SH	-	431	-	99		-	78		
1.2 Persons in ES, SH, and TH	-	507	-	142		-	102		

2017 HDX Competition Report FY2016 - Performance Measurement Module (Sys PM)

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

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

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)		Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
	Revised FY2015	# of Returns	Revised FY2015	# of Returns	Revised FY2015	# of Returns	Revised FY2015	# of Returns	# of Returns	% of Returns
Exit was from SO	0	6	0	6	0	0	0	0	6	100%
Exit was from ES	5	33	1	3	0	1	1	2	6	18%
Exit was from TH	2	16	0	0	0	4	0	0	4	25%
Exit was from SH	0	0	0	0	0	0	0	0	0	
Exit was from PH	0	8	0	2	0	1	0	1	4	50%
TOTAL Returns to Homelessness	7	63	1	11	0	6	1	3	20	32%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	2015 PIT Count	Most Recent PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	293	317	24
Emergency Shelter Total	132	143	11
Safe Haven Total	0	0	0
Transitional Housing Total	47	56	9
Total Sheltered Count	179	199	20
Unsheltered Count	114	118	4

Metric 3.2 – Change in Annual Counts

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

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons	620	543	507	-36
Emergency Shelter Total	537	481	434	-47
Safe Haven Total	0	0	0	0
Transitional Housing Total	121	93	85	-8

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FY2016 - Performance Measurement Module (Sys PM)

Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults (system stayers)	14	18	20	2
Number of adults with increased earned income	1	1	1	0
Percentage of adults who increased earned income	7%	6%	5%	-1%

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

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults (system stayers)	14	18	20	2
Number of adults with increased non-employment cash income	3	3	4	1
Percentage of adults who increased non-employment cash income	21%	17%	20%	3%

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

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults (system stayers)	14	18	20	2
Number of adults with increased total income	3	3	4	1
Percentage of adults who increased total income	21%	17%	20%	3%

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FY2016 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	15	14	22	8
Number of adults who exited with increased earned income	2	1	4	3
Percentage of adults who increased earned income	13%	7%	18%	11%

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	15	14	22	8
Number of adults who exited with increased non-employment cash income	1	1	3	2
Percentage of adults who increased non-employment cash income	7%	7%	14%	7%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	15	14	22	8
Number of adults who exited with increased total income	3	2	7	5
Percentage of adults who increased total income	20%	14%	32%	18%

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FY2016 - Performance Measurement Module (Sys PM)

Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	540	454	410	-44
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.	24	64	123	59
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)	516	390	287	-103

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	549	465	480	15
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.	24	69	143	74
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.)	525	396	337	-59

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FY2016 - Performance Measurement Module (Sys PM)

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD’s Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in the FY2016 Resubmission reporting period.

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Persons who exit Street Outreach	67	73	206	133
Of persons above, those who exited to temporary & some institutional destinations	4	5	18	13
Of the persons above, those who exited to permanent housing destinations	60	62	162	100
% Successful exits	96%	92%	87%	-5%

Metric 7b.1 – Change in exits to permanent housing destinations

2017 HDX Competition Report FY2016 - Performance Measurement Module (Sys PM)

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited	497	425	341	-84
Of the persons above, those who exited to permanent housing destinations	201	180	161	-19
% Successful exits	40%	42%	47%	5%

Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH	47	38	46	8
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	41	38	44	6
% Successful exits/retention	87%	100%	96%	-4%

2017 HDX Competition Report

FY2016 - SysPM Data Quality

CA-517 - Napa City & County CoC

This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HIMS Standard Reporting Terminology Glossary. You may need to run multiple reports into order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.

2017 HDX Competition Report FY2016 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016
1. Number of non-DV Beds on HIC	91	90	91	85	84	70	62	59	51	52	49	51	5	27	23	28				
2. Number of HMIS Beds	91	90	91	85	57	47	34	35	49	50	30	32	5	27	23	28				
3. HMIS Participation Rate from HIC (%)	100.00	100.00	100.00	100.00	67.86	67.14	54.84	59.32	96.08	96.15	61.22	62.75	100.00	100.00	100.00	100.00				
4. Unduplicated Persons Served (HMIS)	9	200	547	551	6	39	73	67	34	37	42	49	17	24	19	24	0	5	42	176
5. Total Leavers (HMIS)	5	115	462	473	2	16	35	27	2	2	3	8	0	11	9	17	0	0	6	44
6. Destination of Don't Know, Refused, or Missing (HMIS)	0	9	70	108	0	0	1	2	1	1	0	0	0	2	1	1	0	0	0	1
7. Destination Error Rate (%)	0.00	7.83	15.15	22.83	0.00	0.00	2.86	7.41	50.00	50.00	0.00	0.00		18.18	11.11	5.88			0.00	2.27

2017 HDX Competition Report

Submission and Count Dates for CA-517 - Napa City & County CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2017 PIT Count	1/24/2017	

Report Submission Date in HDX

	Submitted On	Met Deadline
2017 PIT Count Submittal Date	4/27/2017	Yes
2017 HIC Count Submittal Date	4/27/2017	Yes
2016 System PM Submittal Date	6/5/2017	Yes