Before Starting the CoC Application

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

 The Collaborative Applicant is responsible for reviewing the following:

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

1A. Continuum of Care (CoC) Identification

Instructions:

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

1A-1. CoC Name and Number: AL-504 - Montgomery City & County CoC

1A-2. Collaborative Applicant Name: Montgomery Area Coalition for the Homeless, Inc.

1A-3. CoC Designation: CA

1A-4. HMIS Lead: HandsOn River Region

1B. Continuum of Care (CoC) Engagement

Instructions:

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

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

Organization/Person Categories	Participates in CoC Meetings	Votes, including selecting CoC Board Members
Local Government Staff/Officials	Yes	No
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	No
Law Enforcement	Yes	No
Local Jail(s)	Yes	No
Hospital(s)	No	No
EMS/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	No	No
Disability Advocates	No	No
Public Housing Authorities	Yes	No
CoC Funded Youth Homeless Organizations	Not Applicable	No
Non-CoC Funded Youth Homeless Organizations	Yes	No
Youth Advocates	Yes	No
School Administrators/Homeless Liaisons	Yes	No
CoC Funded Victim Service Providers	Yes	Yes
Non-CoC Funded Victim Service Providers	Not Applicable	No
Domestic Violence Advocates	Yes	No
Street Outreach Team(s)	Yes	No
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
Mental Illness Advocates	Yes	Yes
Substance Abuse Advocates	Yes	Yes

Other:(limit 50 characters)		
Veterans' Providers	Yes	No
Wellness/Healthcare	Yes	Yes
Business (Realtor, CPA, Media, Utility Co)	Yes	Yes

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

The Montgomery City & County CoC operates as the Montgomery Area Coalition for the Homeless, DBA Mid-Alabama Coalition for the Homeless (MACH). MACH has a diverse, inclusive and open membership. MACH has an open call for members on its website, sends a newsletter each month to more than 300 individuals, and welcomes visitors at its quarterly meetings. Agencies are invited to attend meetings to network with other providers, to join the membership, and to learn about the CoC process and submit applications for funding. MACH's Board invites all members and key people to join committees and task forces. For example, the Board elected the Residential Supervisor from the CoC-funded victim service provider to the CoC board, to represent the needs of domestic violence victims. The Board also invites the City of Montgomery's Planning Dept staff (also an entitlement), to sit on the CoC Project Review Committee. This helps the CoC make sure that its projects are consistent with the City's goals.

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

The CoC has an open membership invitation posted on its website. MACH also distributed a monthly call for memberships in through its email newsletter and Facebook page. MACH's board and staff members regularly seek out new agencies and advocates and make personal invitations to join the membership. Any agency representative, advocate, or member of the public can sign up to receive MACH's email newsletter, which announces the date and location of the MACH quarterly membership meetings. Membership meetings are open to the public, and meeting locations rotate among various service providers to offer convenience for agencies and individuals in different areas. Membership meetings are a key way to engage new members, because they offer a great forum for networking and collaboration. The CoC board asks its member agencies to identify homeless and formerly homeless individuals to participate on the board and committees.

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

The CoC distributed a public solicitation for new and renewal project applications under the FY18 CoC Competition through its website and email newsletter. MACH posted the Application Process to its website on July 19, 2018. MACH also sent an email to more than 300 MACH members and community stakeholders on July 19 announcing the opening the competition and providing a link to the Application Process. MACH sent another email on August 12 reminding applicants of the deadline. MACH also posted links on its Facebook page announcing the application process on August 12. The August 12 email and Facebook post specifically invited new agencies to apply. The instructions outlined the availability of new funds through PH Bonus and reallocation and provided detailed information for new agencies to understand the steps required to apply. MACH has always encouraged and will consider any applications from new agencies.

1C. Continuum of Care (CoC) Coordination

Instructions:

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

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

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

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

The CoC has close working relationships with the City of Montgomery Planning Dept and the AL Dept of Economic and Community Affairs. MACH's Director scores ESG applications to help select subrecipients. The CoC also worked with the City to develop policies and performance standards and provides

ongoing reports for subrecipient monitoring. MACH provides a letter to the State confirming CoC membership to determine eligibility and inform its selection process. The CoC participates in the Con Plan process for the City of Montgomery and the State of AL, providing PIT, HIC, and subpopulation data as well as HMIS performance data for the CAPER and Action Plan. Montgomery submitted a new Con Plan for 2015-2019, and MACH was a key player in its development. MACH advertised Con Plan public meetings among its members, and City officials attended a CoC meeting to gather information via discussion and surveys. Housing providers encouraged their residents to fill out surveys to provide input.

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

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

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

The Montgomery Area Family Violence Program (MAFVP) is the CoC-funded victim service provider and a highly-regarded expert agency in the CoC. 1) MAFVP manages victim services funding from HUD, DOJ, and HHS sources. MAFVP uses trauma-informed practices to ensure survivors' safety and offers client choice in participating in supportive services and selecting housing between ES, two TH options, or referral to CoC PSH or ESG RRH beds. Should any transfer of victim's be required, CoC agencies will all defer to the expertise of MAFVP and enlist the assistance of law enforcement as required. 2) All CoC agencies are directed to work with MAFVP to provide counseling for clients staying in non-DV housing which allows for client choice in housing. CoC and ESG agencies use the services of the One Place Family Justice Center, which brings multiple agencies together to provide easy access to many services for victims, including medical and legal. A Consent of Disclosure is completed by the MAFVP case manager and client before any contacts are made on behalf of a client, and only information needed to obtain a service is disclosed. MAFVP provides non-identifying statistics to the CoC but does not participate in HMIS.

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

The CoC relies on the expertise of the Montgomery Area Family Violence Program (MAFVP) to offer trauma-informed care and prevention education for providers upon request. The CoC collects aggregate data monthly from the DV comparable database. Utilization rates are discussed at each CoC meeting. MAFVP also produces demographic data on clients and tracks calls on its 24-hour crisis line to gauge current needs. The CoC coordinates with MAFVP to advise the CoC and the community on best practices in serving DV clients and course of action in referring those fleeing domestic violence for assistance. The CoC continues to conduct trainings for CoC providers to include best practices on serving DV survivors.

1C-3b. Applicants must describe the data the CoC uses to assess the scope of community needs related to domestic violence, dating violence, sexual assault, and stalking, including data from a comparable database. (limit 2,000 characters)

Data used to assess the scope of community needs related to domestic violence (DV), dating violence, sexual assault, and stalking includes information obtained from needs assessments performed by funding sources, as well as data pulled from local service agency databases, including HMIS, Alice, and Osnium, and crime reports and statistics compiled by the Alabama Criminal Justice Information Center (ACJIC).
 The Alabama Department of Economic and Community Affairs (ADECA), the party responsible for the management and disbursement of state and federal DV, dating violence, sexual assault, and stalking funds, will serve to coordinate the research, compilation, and distribution of the needs assessment. Federal funders prescribe certain assessments be completed on an annual or other basis. These assessments shall include "a description of the local need for domestic violence services and how those needs are currently met or unmet." Once completed, it is expected this report will serve to inform decisions for DV agencies in the state of Alabama and as a foundation for needs-based proposals for services within Alabama communities.
The ACJIC is a department of the Alabama Law Enforcement Agency, the state agency tasked with directing all law enforcement activities within Alabama. Please note that statistics are reported to ACJIC by various law enforcement agencies, each of whom may use differing methods to classify crimes as involving DV. This data is solely concerned with reported crimes and therefore fails to provide a true picture of the rates of incidence within the area.

**1C-4. DV Bonus Projects. Is your CoC No
         applying for DV Bonus Projects?**

1C-5. PHAs within CoC. Applicants must use the chart to provide information about each Public Housing Agency (PHA) in the CoC's geographic areas:
(1) Identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA who were experiencing homelessness at the time of admission;
(2) Indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV Program; and
(3) Indicate whether the CoC has a move on strategy. The information should be for Federal Fiscal Year 2017.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2017 who were experiencing homelessness at entry	PHA has General or Limited Homeless Preference	PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g. move on?
Housing Authority of the City of Montgomery	0.00%	No	No
South Central Alabama Regional HA	0.00%	Yes-HCV	No
Housing Authority of the City of Prattville, AL	0.00%	Yes-HCV	No
City of Union Springs Housing Authority	0.00%	No	No
HA Tallassee	0.00%	Yes-HCV	No

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

1C-5a. For each PHA where there is not a homeless admission preference in their written policy, applicants must identify the steps the CoC has taken to encourage the PHA to adopt such a policy.
(limit 2,000 characters)

Housing Authority of the City of Montgomery - MACH has an ongoing relationship with the MHA. MHA had a homeless preference at one time (prior to local use of HMIS) and unfortunately, it was abused by applicants who would stay one night at a shelter to claim it. MACH urges MHA to change its policy and allow MACH to verify clients. MACH has offered to arrange case management to PSH providers to clients who move into PHA housing. MHA's waiting list for Public Housing is months long, and the HCV list opened for applications only 1 week in the last 7 years. This is unfeasible for persons to move quickly out of shelter and into housing. Nevertheless, all CoC PSH grantees have their clients apply for Public Housing upon entry into housing.

City of Union Springs Housing Authority - this is a small public housing community in a rural area. The CoC has not yet worked with it to establish a homeless preference.

Please note that the other housing authorities listed in the MACH geographical area used to have a homeless preference. The CoC was only very recently informed that they no longer have a homeless preference. The CoC is currently requesting meetings with the PHA Directors to discuss establishing a homeless preference and move-on strategy with each of these housing authorities. It would be helpful if HUD mandates PHA cooperation with preference for homeless persons. MACH is waiting on an answer from AAQ as to whether there is a recently implemented mandate or incentive for PHA's to cooperate

with CoCs to establish homeless preference and/or a move-on strategy. This will be updated based upon AAQs response.

1C-5b. Move On Strategy with Affordable Housing Providers. Does the CoC have a Move On strategy with affordable housing providers in its jurisdiction (e.g., multifamily assisted housing owners, PHAs, Low Income Tax Credit (LIHTC) developments, or local low-income housing programs)? No

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

Montgomery PRIDE United and Free2Be are CoC members that represent the LGBTQ community. These agencies provide services for homeless persons and assist other service providers in tailoring their services to LGBTQ needs. The agencies also provide education to promote inclusion and to ensure that rights are protected. At least annually, the CoC provides training on implementation of the Equal Access Rule. In Fall 2016, the CoC distributed the final Equal Access Rule, discussed its implementation at a CoC meeting, and promoted the use of HUD resources for further education. ESG and CoC grantees were also individually trained by the HMIS Lead Agency to implement the rule. The CoC has an anti-discrimination policy in its ESG Policies and Procedures, approved on July 28, 2016. The CoC Written Standards also require that all programs must make known that services are available on a nondiscriminatory basis.

1C-6a. Anti-Discrimination Policy and Training. Applicants must indicate if the CoC implemented a CoC-wide anti-discrimination policy and conducted CoC-wide anti-discrimination training on the Equal Access Final Rule and the Gender Identity Final Rule.

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

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

Engaged/educated local policymakers:	X

Engaged/educated law enforcement:	X
Engaged/educated local business leaders:	X
Implemented communitywide plans:	
No strategies have been implemented:	X
Other:(limit 50 characters)	
Increase Awareness of Homeless Issues	X

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

**1C-8. Centralized or Coordinated Assessment System. Applicants must:
(1) demonstrate the coordinated entry system covers the entire CoC geographic area;
(2) demonstrate the coordinated entry system reaches people who are least likely to apply homelessness assistance in the absence of special outreach;
(3) demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner; and
(4) attach CoC's standard assessment tool.
(limit 2,000 characters)**

1) MACH Written Standards require that referrals made to housing in the CoC's five-county geographical area are initialized through a VI-SPIDAT assessment of the potential client to determine eligibility, amount and type of assistance needed to regain stability in PH. 2) Recently MACH has also focused its efforts on chronic homelessness in response to the federal mandate. MACH and its partner agencies have made great strides in moving these individuals into appropriate PH, including PSH for those who experience mental illness and substance abuse issues through specialized outreach case management efforts. MACH's CoC-funded PH beds remain full most of the year, but the chronically homeless are prioritized through the CoC's Coordinated Entry system to access beds as they come available. 3) Upon completion fo the assessment, the HMIS Administrator uses the established priorities for the MACH continuum to place each client on a housing list in order of assessed priority. PH programs take clients off this list in order of priority to determine eligibility for assistance.

MACH's membership of almost 60 agencies includes public and private agencies at every level. As the CoC, MACH has excellent working relationships with local government agencies and homeless service providers. All emergency and transitional programs are MACH members – Aid to Inmate Mothers, House

of Love and Mercy, Mary Ellen's Hearth, Renascence, and Safe Haven Lodge. Another key member - City of Montgomery Planning and Development Department, administers local CDBG, HOME, and ESG funds. Montgomery Area Mental Health Authority and Lighthouse Counseling Center - are the largest local providers of PSH. Other members are supportive service providers including the Wellness Coalition, Medical AIDS Outreach, Montgomery Public Schools, Montgomery County DHR, Legal Services Alabama, Reality and Truth Ministries, the Healthcare for Homeless Veterans program, and local banks and realtors.

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

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

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

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

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

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

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

Instructions

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

1E-1. Project Ranking and Selection. Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2018 CoC Program Competition:
(1) objective criteria;
(2) at least one factor related to achieving positive housing outcomes;
(3) a specific method for evaluating projects submitted by victim services providers; and
(4) attach evidence that supports the process selected.

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

1E-2. Severity of Needs and Vulnerabilities. Applicants must describe:
(1) the specific severity of needs and vulnerabilities the CoC considered when reviewing, ranking, and rating projects; and
(2) how the CoC takes severity of needs and vulnerabilities into account during the review, rating, and ranking process.
(limit 2,000 characters)

1) The Project Review Committee considers the needs of victims of domestic violence and/or vulnerability to victimization and the vulnerabilities related to chronic homelessness, such as current or past substance abuse or the presence of a physical or mental disability when reviewing projects. 2) The Committee awards points to each project for servicing the target population, commitment to Housing First, and prioritization of the chronically homeless. Additional points are available for DV projects that demonstrate that clients have a lower risk of violence and use trauma-informed practices. Bonus points are available for projects serving 100% chronically homeless or a specialized population (DV, unsheltered, or unaccompanied youth). Reviewers are trained to understand the inherent differences in outcomes that exist when serving these groups, and they award points accordingly. Different types of projects have a varied number of possible points, and projects are compared by percentages.

1E-3. Public Postings. Applicants must indicate how the CoC made public:
(1) objective ranking and selection process the CoC used for all projects (new and renewal);
(2) CoC Consolidated Application–including the CoC Application, Priority Listings, and all projects accepted and ranked or rejected, which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the CoC Program Competition application submission deadline; and
(3) attach documentation demonstrating the objective ranking, rating, and selections process and the final version of the completed CoC Consolidated Application, including the CoC Application with attachments, Priority Listing with reallocation forms and all project applications that were accepted and ranked, or rejected (new and renewal) was made publicly available, that legibly displays the date the CoC publicly posted the documents.

Public Posting of Objective Ranking and Selection Process		Public Posting of CoC Consolidated Application including: CoC Application, Priority Listings, Project Listings	
CoC or other Website	☐	CoC or other Website	☐
Email	☐	Email	☐
Mail	☐	Mail	☐
Advertising in Local Newspaper(s)	☐	Advertising in Local Newspaper(s)	☐
Advertising on Radio or Television	☐	Advertising on Radio or Television	☐
Social Media (Twitter, Facebook, etc.)	☐	Social Media (Twitter, Facebook, etc.)	☐

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

Reallocation: No

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

While the CoC actively reviews the performance of existing CoC Program-funded projects to determine the viability of reallocating funds to new projects, and despite the fact that the CoC actively encourages new and existing providers to apply for new projects through reallocation, the CoC has yet to receive a project proposal from any organization to serve the specialized populations that are currently served through area permanent supportive housing providers. Through consistent planning efforts, the CoC will continue to seek providers in the CoC's geographical area with the capacity to serve the at-risk populations currently served through CoC-funded permanent supportive housing projects.

More specifically, the CoC was very recently presented with the HUD

monitoring report for the Lighthouse Counseling Center, dated August 20, 2018, that sited 15 findings. While we would certainly consider reallocation of this program in light of such findings, we would like to give the agency an opportunity to respond to the finding reports. Also, this report was completed and released after the local CoC Program Competition deadline for project proposal submissions.

We would also like the opportunity — through the CoC planning processes — to take more than the few days since the release of this finding report to identify agencies with the capacity and scope of services to run such a program. The CoC Project Review Committee has committed to reevaluate the Lighthouse Counseling Center CoC-funded projects on the basis of the HUD findings, and if the findings are not addressed and closed within a reasonable amount of time, the Committee has agreed to reallocate this project funding.

**1E-5. Local CoC Competition. Applicants must indicate whether the CoC:
(1) established a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline–attachment required;
(2) rejected or reduced project application(s)–attachment required; and
(3) notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline–attachment required. :**

(1) Did the CoC establish a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline? Attachment required.	Yes
(2) If the CoC rejected or reduced project application(s), did the CoC notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline? Attachment required.	Yes
(3) Did the CoC notify applicants that their applications were accepted and ranked on the Priority Listing in writing outside of e-snaps, at least 15 before days of the FY 2018 CoC Program Competition Application deadline?	Yes

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

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

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

2A-1a. Applicants must: (1) provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1, and (2) indicate the document type attached for question 2A-1 that includes roles and responsibilities of the CoC and HMIS Lead (e.g., Governance Charter, MOU/MOA). Governance Charter, pg. 5; Appendix D, pg. 36-38

2A-2. HMIS Policy and Procedures Manual. Does your CoC have a HMIS Policy and Procedures Manual? Attachment Required. Yes

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

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

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

(3) total number of beds in HMIS.

Project Type	Total Beds in 2018 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) beds	213	6	207	100.00%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	147	54	93	100.00%
Rapid Re-Housing (RRH) beds	55	0	55	100.00%
Permanent Supportive Housing (PSH) beds	464	0	241	51.94%
Other Permanent Housing (OPH) beds	0	0	0	

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

HUD-VASH beds account for 223 of the 464 PSH beds on the 2018 HIC. The PSH bed coverage rate excluding the VASH beds is 100%. The CoC has not yet been successful in negotiating the inclusion of HUD-VASH data into the HMIS system. The local housing authority has a new VASH Coordinator, and the CoC will reach out to the new employee and will continue to advocate with the housing authority leadership to encourage HMIS reporting for VASH beds.

2A-6. AHAR Shells Submission: How many 2017 Annual Housing Assessment Report (AHAR) tables shells did HUD accept? 7

2A-7. CoC Data Submission in HDX. Applicants must enter the date the CoC submitted the 2018 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). (mm/dd/yyyy) 04/27/2018

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

Instructions:

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

2B-1. PIT Count Date. Applicants must enter the date the CoC conducted its 2018 PIT count (mm/dd/yyyy).   01/23/2018

2B-2. HDX Submission Date. Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy).   04/27/2018

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

Instructions:

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

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

Not Applicable

2C-2. Did your CoC change its provider coverage in the 2018 sheltered count?   No

2C-2a. If "Yes" was selected in 2C-2, applicants must enter the number of beds that were added or removed in the 2018 sheltered PIT count.

Beds Added:	0
Beds Removed:	0
Total:	0

2C-3. Presidentially Declared Disaster Changes to Sheltered PIT Count. Did your CoC add or remove emergency shelter, transitional housing, or Safe Haven inventory because of funding specific to a Presidentially declared disaster, resulting in a change to the CoC's 2018 sheltered PIT count?   No

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

Beds Added:	0
Beds Removed:	0
Total:	0

2C-4. Changes in Unsheltered PIT Count Implementation. Did your CoC change its unsheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018? If your CoC did not conduct and unsheltered PIT count in 2018, select Not Applicable. No

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

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

1) The CoC does not typically have a large population of homeless youth under the age of 18. Most, who may have been kicked out of their homes or run away, end up with friends or family, but each year one or two enter the local shelters. They are identified in the PIT count through the regular shelter counting methods and through the school homeless liaisons. 2) The CoC does not have any specific programs for homeless youth, so the CoC's Data Collection Committee sought the input of the CoC's largest emergency shelter provider in determining the best methods to identify homeless youth in the PIT count. 3) Homeless youth did not directly participate in the count. The CoC is not aware of specific areas of its geography where youth are more likely to gather but carefully watched for youth in tent city locations which had been previously identified by law enforcement.

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

In the three weeks prior to the PIT Count, the CoC's HMIS Administrator and Outreach Worker made direct contact with unsheltered individuals living in a Tent City, which had been identified by law enforcement and City representatives and reported to the CoC. They were able to glean further information on locations to add to the count and additional persons that should be counted. 1 & 2) During the count, each team had a homeless or formerly homeless guide in the van to point out locations where homeless individuals were likely to gather. 3) The CoC engaged the SSVF providers and VA case

management staff to participate in the count and to pinpoint locations for veterans.

3A. Continuum of Care (CoC) System Performance

Instructions

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

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

Number of First Time Homeless as Reported in HDX.	1,058

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

The CoC had 138 more people entering ES and TH and 7 less entering ES, TH and PH in FY17 who were homeless for the first time. The HMIS Admin performed catch-up data entry for a large ES in 2015-2017. This may have inflated or decreased the data to include people who were left out of HMIS when the shelter's data was not up to date. (1) MACH gathers information from the 211 Call Center to identify families needing utilities assistance and experiencing housing instability. MACH's Director serves on the Healthy Minds Network (HMN), a local group working on mental health, which works on the risks of mental illness and contact with the criminal justice system. (2) MACH uses 20% of its ESG funding for prevention. Prevention clients receive case mgt and rent and utilities assistance to avoid eviction. In an HMN-related project, the mental health center hired a post-incarceration case manager who connects clients with social services to prevent homelessness. (3) Mid-Alabama Coalition for the Homeless.

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

(limit 2,000 characters)

According to the FY2017 Performance Measurement Module: 1) The average LOT homeless for ES persons increased by 1 day, and the average LOT homeless for ES and TH persons decreased by 7 days. 2)The CoC has been successful in stressing the importance of providing case management in all housing programs, even those not CoC-funded. One large emergency shelter has increased its case management and is implementing strategies to reduce the length of time clients remain homeless. The CoC also lobbied one of its PSH providers to begin using Housing First during the past year. 3)The CoC uses HMIS to track the length of time individuals and families remain homeless. The Coordinated Entry system prioritizes those with the longest histories of homelessness. This helps individuals who have languished in shelter for too long to move quickly to permanent housing. Homeless service providers are encouraged to connect their clients with permanent housing and to move clients out of shelters in an efficient manner. 4) Mid-Alabama Coalition for the Homeless.

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

	Percentage
Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid re-housing that exit to permanent housing destinations as reported in HDX.	28%
Report the percentage of individuals and persons in families in permanent housing projects, other than rapid re-housing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX.	94%

3A-3a. Applicants must:
(1) describe the CoC's strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations; and
(2) describe the CoC's strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations.
(limit 2,000 characters)

1) MACH works very closely with local provider agencies to strongly encourage working with other local partners in a coordinated effort. Many local provider agencies have clients residing in their shelter programs who would be good candidates for rapid re-housing assistance. MACH maintains regular contact with area shelters through personal relationships, quarterly membership meetings, and electronic communication. These well-established relationships will ensure that MACH's ESG clients will receive access to all the services and mainstream resources they need to include rapid rehousing and exit to permanent housing destinations. 2) The CoC's written standards require that providers terminate clients ONLY in the most severe cases and set minimum

standards for agencies to stabilize clients through increased earned and non-employment income. The CoC will continue to work with providers to troubleshoot retention issues and will work with landlords to ensure clients are managing their apartment living.

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

	Percentage
Report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX	15%

3A-4a. Applicants must:
(1) describe how the CoC identifies common factors of individuals and persons in families who return to homelessness;
(2) describe the CoC's strategy to reduce the rate of additional returns to homelessness; and
(3) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the rate individuals and persons in families returns to homelessness.
(limit 2,000 characters)

1) The CoC participates in PromisSE, a statewide implementation of HMIS. This allows local providers to track clients across the state and be better informed of their history of homelessness, including returns to homelessness. 2) All RRH and HP clients leave the program with a housing sustainability plan, including specific steps needed to reduce debts, budget household income, and access mainstream benefits. Case workers follow-up with RRH and HP clients to review their plans. Clients are also provided with information on Alabama's Landlord/Tenant Laws and educated on their responsibilities as tenants. The CoC will continue its client follow-up and education activities to promote stability among all housing types. 3) Mid-Alabama Coalition for the Homeless.

3A-5. Job and Income Growth. Applicants must:
(1) describe the CoC's strategy to increase access to employment and non-employment cash sources;
(2) describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income; and
(3) provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase job and income growth from employment.
(limit 2,000 characters)

1) The CoC promotes the use of local job readiness and training programs for CoC program clients. All TH and PSH providers connect their clients with job assessment, training, and placement. Heritage Training and Career Center and Hope Inspired Ministries also offer job training to CoC clients. Alethia House offers a Homeless Veteran Reintegration Program to provide career counseling, training and placement. The CoC promotes SOAR training to assist clients in applying for SSI and SSDI. In addition, MACH provides access to

representatives from mainstream agencies at its annual homeless resource fair and for providers at its membership meetings. Case managers at each CoC-funded TH and PH program work with clients to ensure that they apply for all available benefits. 2) The Mainstream Resources Committee developed a page on its website with links to summaries of each mainstream benefit to provide easy access information for CoC-providers. 3) Mid-Alabama Coalition for the Homeless.

3A-6. System Performance Measures Data Submission in HDX. Applicants must enter the date the CoC submitted the System Performance Measures data in HDX, which included the data quality section for FY 2017 (mm/dd/yyyy)   05/30/2018

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

Instructions

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

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

Total number of beds dedicated as DedicatedPLUS	60
Total number of beds dedicated to individuals and families experiencing chronic homelessness	72
Total	132

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

Yes

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

History of or Vulnerability to Victimization (e.g. domestic violence, sexual assault, childhood abuse)	X
Number of previous homeless episodes	X
Unsheltered homelessness	X
Criminal History	
Bad credit or rental history	
Head of Household with Mental/Physical Disability	X

3B-2.2. Applicants must:
(1) describe the CoC's current strategy to rapidly rehouse every household of families with children within 30 days of becoming homeless;
(2) describe how the CoC addresses both housing and service needs to ensure families successfully maintain their housing once assistance ends; and
(3) provide the organization name or position title responsible for overseeing the CoCs strategy to rapidly rehouse families with children within 30 days of becoming homeless.
(limit 2,000 characters)

1) Social service agencies regularly refer families to the 211 Call Center for housing. 211 will connect them to the CoC's Outreach Worker or through the CoC's HMIS Administrator to the coordinated entry process of referral for follow-up and quick placement. Families are usually rehoused within 30 days. Any delay is usually due to issues with finding housing for which the family can qualify. 2) MACH receives ESG funding for Rapid Rehousing (RRH) from two entitlements. MACH will maximize the RRH funds available by providing just enough rent and utilities assistance to get families housed, but also creating housing sustainability plans for each client to ensure that they can become self-sustaining as soon as possible. MACH receives donations of household items, personal effects, and furniture to provide recently placed individuals and families with the basic necessities for maintaining a home. MACH's fulltime Case Manager conducts home visits to consult with the client on additional needs for the home. The CoC is now housing families at a faster pace than was previously possible due to the addition of full-time case management. 3) Mid-Alabama Coalition for the Homeless.

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

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

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

Human trafficking and other forms of exploitation	Yes
LGBT youth homelessness	Yes
Exits from foster care into homelessness	Yes

Family reunification and community engagement	Yes
Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs	No

3B-2.5. Prioritizing Unaccompanied Youth Experiencing Homelessness Based on Needs. Applicants must check all that apply from the list below that describes the CoC's current strategy to prioritize unaccompanied youth based on their needs.

History or Vulnerability to Victimization (e.g., domestic violence, sexual assault, childhood abuse)	X
Number of Previous Homeless Episodes	X
Unsheltered Homelessness	X
Criminal History	
Bad Credit or Rental History	

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

1) The CoC does not have a large number of homeless youth and has not been able to secure funding to increase youth housing. State and local funds for this effort are extremely limited. 2) In the CoC, homeless youth are served by the same shelter programs as adults. These youth are connected with educational services through the school's homeless liaisons, and the shelters take special care to serve them with age-appropriate interventions. The CoC does often have young single mothers between the ages of 18 and 24. One non-HUD funded transitional program, Mary Ellen's Hearth, offers long-term support for these mothers. Brantwood Children's Home is a part of the state foster care system in Montgomery, but can sometimes also house homeless youth when the need may arise. Brantwood's director has reached out to the CoC's director to build a stronger relationships and work on new ways to assist homeless youth.

3B-2.6a. Applicants must:
(1) provide evidence the CoC uses to measure both strategies in question 3B-2.6. to increase the availability of housing and services for youth experiencing homelessness;
(2) describe the measure(s) the CoC uses to calculate the effectiveness of the strategies; and
(3) describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of the CoC's strategies.

(limit 3,000 characters)

1, 2, 3 & 4) The CoC has not been able to secure funding to increase the availability of housing and services specifically for youth experiencing homelessness. The CoC recognizes that funding for such programs would provide the means necessary to develop strategies to effectively end youth homelessness. State and local funds for this effort are extremely limited.

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

1) All CoC providers serving families are required to identify and enroll children in school. 2) The CoC has worked with both the SEA and LEA to provide trainings for homeless liaisons (Spring 2016) to ensure cross training. 3) Providers coordinate through the Montgomery Public Schools' Office of Student Services, a member of the CoC, and the liaisons in other districts. Schools provide uniforms, supplies, tutoring, and transportation. 4) On October 28, 2010, the CoC adopted School Enrollment and Attendance Policies for Homeless Children. The policy requires agencies to determine the enrollment status and enroll students. The schools will ensure that they do not have to change schools due to homelessness. The policy requires providers to monitor the attendance of children and provide follow-up services. The CoC trains annually on this policy and distributes copies of the policy at that time. The CoC facilitates these services and has materials in both English and Spanish for families to review.

3B-2.7a. Applicants must describe the policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility for education services.
(limit 2,000 characters)

The CoC's ESG Policies and Procedures, adopted in 2016, require that MACH and its subgrantees connect families with children to education services for homeless children and youth and other programs targeted to homeless persons, as applicable.

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

	MOU/MOA	**Other Formal Agreement**
Early Childhood Providers	No	No
Head Start	No	No
Early Head Start	No	No

Child Care and Development Fund	No	No
Federal Home Visiting Program	No	No
Healthy Start	No	No
Public Pre-K	No	No
Birth to 3 years	No	No
Tribal Home Visting Program	No	No
Other: (limit 50 characters)		
N/A	No	No

3B-3.1. Veterans Experiencing Homelessness. Applicants must describe the actions the CoC has taken to identify, assess, and refer Veterans experiencing homelessness, who are eligible for U.S. Department of Veterans Affairs (VA) housing and services, to appropriate resources such as HUD-VASH, Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD).
(limit 2,000 characters)

Veterans programs and services are fully integrated throughout the CoC's service area. Veterans are identified through a question during the PIT count, on the intake form at shelters, by the Outreach Worker, or through the 2-1-1 Call Center and are immediately referred to VA programs. The Central AL Veterans Health Care System (CAVHCS) determines the client's eligibility for VA services. CAVHCS's Healthcare for Homeless Veterans Program, two SSVF providers, and a Homeless Veterans Reintegration Program are regular attendees at CoC meetings and events. The CoC also hosts regular Veteran's By-Name meetings with local SSVF providers and veterans' advocacy agencies to work on the list of homeless veterans in the area to ensure that all are located, contacted, and assistance with housing and other related needs. The HMIS Lead Agency manages, updates, and maintains the list. CoC and Non-CoC funded providers are aware of the services available to veterans and connect their clients with the veterans' services. Shelters use SSVF and HUD-VASH resources to quickly move veterans out of shelters and into permanent housing. The CoC also assists the local VA in hosting Stand Down each year. The major barrier in the CoC's area is the influx of new homeless Veterans due to the CoC's proximity to the CAVHCS hospitals.

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 Yes

experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach?

3B-5. Racial Disparity. Applicants must: No
(1) indicate whether the CoC assessed whether there are racial disparities in the provision or outcome of homeless assistance;
(2) if the CoC conducted an assessment, attach a copy of the summary.

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

Instructions:

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

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

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

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

1) The CoC's Mainstream Resources Committee coordinates CoC programs with mainstream resources. Representatives from mainstream benefit programs attend CoC meetings and provide information and education for providers. CoC providers ensure that clients apply for all available benefits, including SNAP, TANF, childcare assistance, and SSI/SSDI. The Wellness Coalition provides health care access and wellness case management and is a long-time member of the CoC. The local FQHC received a HRSA grant to operate a mobile health clinic, which visits two homeless shelters each week on a rotating schedule to visit all each month. 2) The CoC hosts a Mainstream Resources section on its website where providers can download up-to-date summary sheets on how to help clients apply for benefits. 3) Mid-Alabama Coalition for the Homeless

Continuum Coordinator.

4A-2.Housing First: Applicants must report:
(1) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition; and
(2) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach–meaning that the project quickly houses clients without preconditions or service participation requirements.

Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition.	6
Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach–meaning that the project quickly houses clients without preconditions or service participation requirements.	5
Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects in the FY 2018 CoC Program Competition that will be designated as Housing First.	83%

4A-3. Street Outreach. Applicants must:
(1) describe the CoC's outreach;
(2) state whether the CoC's Street Outreach covers 100 percent of the CoC's geographic area;
(3) describe how often the CoC conducts street outreach; and
(4) describe how the CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance. (limit 2,000 characters)

1) In October 2012, MACH reinstated its Street Outreach program and hired a full-time Outreach Worker. He canvasses areas known as homeless hot spots and widely distributes his cards for lay people and social service employees to hand out. He is also on call for the 2-1-1 Call Center to respond to requests for help. He provides case management, linkages to community services, and crisis assistance to the unsheltered homeless. He works with each client to assess their unique needs, determine appropriate housing and supportive service options, advocate on their behalf, and develop a sustainability plan. 2) The Street Outreach program covers 100% of the geographic area of the CoC. 3) Street Outreach is provided full-time through the Outreach Worker including on-call assistance. 4) Some of the ways MACH has attempted to tailor street outreach includes the creation of community ID cards for clients. This card benefits the client by assisting them in checking in to shelters, and serving as a secondary ID for some benefits. The card is also useful to the CoC for tracking clients in HMIS. The CoC has a member who will provide Spanish translation as needed and the Outreach Worker collects notes on clients in order to contact them through friends and/or associates if contact has been lost.

4A-4. Affirmative Outreach. Applicants must describe:
(1) the specific strategy the CoC implemented that furthers fair housing

as detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identify, sexual orientation, age, familial status or disability; and
(2) how the CoC communicated effectively with persons with disabilities and limited English proficiency fair housing strategy in (1) above.
(limit 2,000 characters)

1) The CoC included a Fair Housing clause in its ESG Policies and Procedures (approved July 28, 2016) and has incorporated it in its Governance Charter to extend to all programs. The CoC promotes Fair Housing through HUD marketing materials both in print and online through e-newsletters and Facebook posts. The CoC coordinates with the Alabama Center for Fair Housing to ensure that clients' rights are protected. 2) The CoC enlists translation services provided by Catholic Social Services when Spanish translation is needed. Other languages and large print or sign language interpretation are provided by online methods.

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

	2017	2018	Difference
RRH beds available to serve all populations in the HIC	58	55	-3

4A-6. Rehabilitation or New Construction Costs. Are new proposed project applications requesting $200,000 or more in funding for housing rehabilitation or new construction?　No

4A-7. Homeless under Other Federal Statutes. Is the CoC requesting to designate one or more of its SSO or TH projects to serve families with children or youth defined as homeless under other Federal statutes?　No

4B. Attachments

Instructions:

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

Document Type	Required?	Document Description	Date Attached
1C-5. PHA Administration Plan–Homeless Preference	No	AL-504 Housing Pr...	09/06/2018
1C-5. PHA Administration Plan–Move-on Multifamily Assisted Housing Owners' Preference	No		
1C-8. Centralized or Coordinated Assessment Tool	Yes	AL-504 Coordinate...	09/06/2018
1E-1. Objective Critiera–Rate, Rank, Review, and Selection Criteria (e.g., scoring tool, matrix)	Yes	AL-504 Objective ...	09/06/2018
1E-3. Public Posting CoC-Approved Consolidated Application	Yes		
1E-3. Public Posting–Local Competition Rate, Rank, Review, and Selection Criteria (e.g., RFP)	Yes	AL-504 Local Comp...	09/06/2018
1E-4. CoC's Reallocation Process	Yes	AL-504 Reallocati...	09/06/2018
1E-5. Notifications Outside e-snaps–Projects Accepted	Yes	AL-504 Notificati...	09/06/2018
1E-5. Notifications Outside e-snaps–Projects Rejected or Reduced	Yes		
1E-5. Public Posting–Local Competition Deadline	Yes	AL-504 Local Comp...	09/06/2018
2A-1. CoC and HMIS Lead Governance (e.g., section of Governance Charter, MOU, MOA)	Yes	AL-504 HMIS Gover...	09/03/2018
2A-2. HMIS–Policies and Procedures Manual	Yes	AL-504 HMIS Promi...	09/06/2018
3A-6. HDX–2018 Competition Report	Yes	AL-504 HDX Compet...	09/06/2018
3B-2. Order of Priority–Written Standards	No	AL-504 CoC Writte...	09/06/2018

3B-5. Racial Disparities Summary	No		
4A-7.a. Project List–Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
Other	No	AL-504 PIT Method...	09/06/2018
Other	No	Al-504 Certificat...	09/06/2018
Other	No		

Attachment Details

Document Description: AL-504 Housing Preference

Attachment Details

Document Description:

Attachment Details

Document Description: AL-504 Coordinated Assessment Tool

Attachment Details

Document Description: AL-504 Objective Criteria Rate, Rank & Review

Attachment Details

Document Description:

Attachment Details

Document Description: AL-504 Local Competition Criteria

Attachment Details

Document Description: AL-504 Reallocation Process

Attachment Details

Document Description: AL-504 Notification outside of esnaps of Projects Accepted

Attachment Details

Document Description:

Attachment Details

Document Description: AL-504 Local Competition Deadline Public Posting

Attachment Details

Document Description: AL-504 HMIS Governance Charter

Attachment Details

Document Description: AL-504 HMIS Promise Policies & Procedures

Attachment Details

Document Description: AL-504 HDX Competition Report

Attachment Details

Document Description: AL-504 CoC Written Standards

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description: AL-504 PIT Methodology & Report

Attachment Details

Document Description: Al-504 Certification of Consistency with Plan

Attachment Details

Document Description:

Submission Summary

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

Page	Last Updated
1A. Identification	09/12/2018
1B. Engagement	09/12/2018
1C. Coordination	09/12/2018
1D. Discharge Planning	09/12/2018
1E. Project Review	09/12/2018
2A. HMIS Implementation	09/12/2018
2B. PIT Count	09/12/2018
2C. Sheltered Data - Methods	09/12/2018
3A. System Performance	09/12/2018
3B. Performance and Strategic Planning	09/12/2018
4A. Mainstream Benefits and Additional Policies	09/12/2018
4B. Attachments	Please Complete

Submission Summary   No Input Required

Housing Authority Preference Information

PHA	Homeless Preference Public Housing	Homeless Preference HCV (Section 8)	Preference Type: Public Housing	Preference Type: HCV	Percentage of Homeless Admissions in 2016
Prattville Housing Authority	No	Yes	Catastrophic Involuntary Displacement	**Limited** Catastrophic Involuntary Displacement; Single Persons: Disabled, **HOMELESS**, Elderly, Displaced	0
Tallassee Housing Authority	No	Yes	Catastrophic Involuntary Displacement	**Limited** Catastrophic Involuntary Displacement; Single Persons: Disabled **HOMELESS**, Elderly, Displaced	0
Montgomery Housing Authority	No	No	Community-Wide Waiting List, Site-based Waiting List: Work Activity Policy, Relocation: Work Activity Policy	No HCV Preference	0
South Central Alabama Regional HA	No	Yes	No Public Housing Preference	**Limited** Catastrophic Involuntary Displacement; Single Persons: Disabled **HOMELESS**, Elderly, Displaced	0
Fort Deposit Housing Authority	No	Yes	No Public Housing Preference	**Limited** Catastrophic Involuntary Displacement; Single Persons: Disabled **HOMELESS**, Elderly, Displaced	0
Union Springs Housing Authority	No	No	Catastrophic Involuntary Displacement	No HCV Preference	0

PRATTVILLE HOUSING AUTHORITY

318 Water Street
Prattville, Alabama 36067

Phone: 334-365-7580
Fax: 334-365-6880
Email: pha131@knology.net

EXECUTIVE DIRECTOR
Timothy A. Haseltine
BOARD OF COMMISSIONERS
M. Paul Daffin, Chairman
Bob Bent, Vice-Chairman
Edward E. Clinton
Sid Thompson
Joe Mathis

September 25, 2017

To Mid-Alabama Coalition for the Homeless:

RE: Percentage of Homeless Applicants FY 2016

There were no Vouchers given out on behalf of the Prattville Housing Authority Housing Choice Voucher Program for FY 2016, therefore there were 0% homeless applicants housed for FY2016.

Please let me know if you need anything further.

Thank you

Angela Inge
HCVP Manager

PRATTVILLE HOUSING AUTHORITY

318 Water Street
Prattville, Alabama 36067

Phone: 334-365-7580
Fax: 334-365-6880
Email: pha131@knology.net

September 25, 2017

To whom it concerns,

The Prattville Housing Authority Public Housing program did not have any new admissions of homeless applicants in 2016.

Joni L. May
Occupancy Specialist

families, as opposed to a general occupancy development that houses non-elderly families as well, the HA will give equal priority to elderly families and disabled families.

d) When selecting a single person at a mixed population development, elderly, disabled, or displaced single persons have priority over other singles. Single applicants who are not elderly, disabled, or displaced can only be admitted after all elderly or disabled families or single displaced persons have been offered units.

NOTE: Preferences will be granted to applicants who are otherwise qualified and who, at the time of the unit offer (prior to execution of a lease); meet the definitions of the preferences described below. The HA will not hold units vacant for applicants with preferences, nor will it relax eligibility or screening criteria to admit otherwise unqualified applicants with preferences.

3. Verification of Preferences:

At the time of application, initial determinations of an applicant's entitlement to a preference may be made on the basis of an applicant's certification of their qualification for that preference. Before selection is made, this qualification must be verified.

4. Preference (up front):

The following preference is available to qualifying families at this time:
- Catastrophic Involuntary Displacement, which is defined in this policy;

5. Special Circumstance Preferences:

These preferences apply only to specific units
- Near-elderly families over other families for units designated for elderly/disabled;
- For one bedroom/efficiency units; elderly, disabled families and displaced persons over single persons.

6. Administration of the Preferences:

a) Depending on the time an applicant may have to remain on the waiting list, the HA will either verify preferences at the time of application (when the waiting list is short or nonexistent) or require that applicants certify to their qualification for a preference at the time of pre-application (when the wait for admission exceeds four months). Verifying preferences is one of the earliest steps in processing applicants for admission. Preference verifications shall be no more than 120 days old at the time of certification.

b) The HA may use a pre-application to obtain the family's certification that it qualifies for a preference. The family will be advised to notify the HA of any change that may affect their ability to qualify for a preference.

c) Applicants that are otherwise eligible and self-certified as qualifying for a preference will be placed on the waiting list in the appropriate applicant pool.

Public Housing

(2) Prior to being added to the lease (newborns/adoptions/etc.) the head-of-household must provide an original valid card. NOTE: The change to section D-h) above is effective October 1, 2009.

    (a) Applicant Screening Information; and the HA documented direct knowledge or 3rd party.

    (b) Citizenship or eligible immigration status: Citizens are permitted to certify to their status. Eligible Immigration status will be verified with INS.

i. Applicants reporting zero income will be asked to complete a family expense form to document how much they spend on: food, transportation, health care, child care, debts, household items, etc. and what the source of income is for these expenses.

j. The HA's applications for admission HCV shall indicate for each application the date and time of receipt; applicant's race and ethnicity; determination by the HA as to eligibility of the applicant; when eligible, the bedroom size(s) for which eligible; preference, if any. The date, location, identification, and circumstances of each vacancy offered and accepted or rejected must be maintained.

D. The Preference System:

1. <u>An admission preference:</u>
An admission preference does not guarantee admission. Preferences establish the order of placement on the waiting list. Every applicant must still meet the HA's Selection Criteria before being offered a voucher.

2. <u>Verification of Preferences:</u>
At the time of application, initial determinations of an applicant's entitlement to a preference may be made on the basis of an applicant's certification of their qualification for that preference. Before selection is made, this qualification must be verified.

3. <u>Preference (up front):</u>
The following preference is available to qualifying families at this time:
   a. Catastrophic Involuntary Displacement, which is defined in this plan;
   b. Single Persons who are elderly, displaced, homeless, or persons with disabilities over other single persons.

A family that consists only of a pregnant woman must be treated as a two person family.

4. <u>Administration of the Preferences:</u>
   a. Depending on the time an applicant may have to remain on the waiting list, the HA will either verify preferences at the time of application (when the waiting list is short or nonexistent) or require that applicants certify to their qualification for a preference at the time of pre-application (when the wait for admission exceeds four months). Verifying preferences is one of the earliest steps in processing applicants for admission. Preference verifications shall be no more than 120 days old at the time of certification.

City of Tallassee Housing Authority

Our goal is to provide drug free, decent, safe and sanitary housing for eligible families and to provide opportunities and promote self-sufficiency and economic independence for residents.

904 Hickory Street
Tallassee, Alabama 36078
(334) 283-2801 fax (334) 283-2982
Cheryl Hutchinson, Executive Director

09/25/2017

To Whom It May Concern:

The Tallassee Housing Authority had 0% preference of Homeless on the Public Housing waiting list for the fiscal year ending June 30, 2017.

Sincerely,

Susan Bellizio
Occupancy Specialist

Cheryl Hutchinson
Executive Director

City of Tallassee Housing Authority

Our goal is to provide drug free, decent, safe and sanitary housing for eligible families and to provide opportunities and promote self-sufficiency and economic independence for residents.

904 Hickory Street
Tallassee, Alabama 36078
(334) 283-2801 fax (334) 283-2982
Cheryl Hutchinson, Executive Director

009/25/2017

To Whom It May Concern:

The Tallassee Housing Authority had 0% preference of New Home Admissions for the Homeless on the Public Housing waiting list for the fiscal year ending June 30, 2017.

Sincerely,

Susan Bellizio
Occupancy Specialist

Cheryl Hutchinson
Executive Director

Accessible Units

When selecting a family for a unit with accessible features, the MHA or Mixed-Finance Owner will give a preference to families that include persons with disabilities who can benefit from the accessible features. First preference will be given to existing resident families seeking a transfer and second preference will be given to applicant families. If a family without accessible needs is moved into a unit with accessible features, the family will be required to transfer to accommodate a family needing an accessible unit. The family not needing the accessible unit will be required to transfer within 30 days of notification. The MHA or Mixed-Finance Owner will be responsible for the cost of the transfer.

MHA or Mixed-Finance Owner is permitted to establish local preferences and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits MHA or Mixed-Finance Owner to establish other local preferences, at its discretion. Any local preferences established must be consistent with MHA or Mixed-Finance Owner plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

LOCAL PREFERENCES

An admission preference does not guarantee admission. Preferences establish the order of placement on the waiting list. Every applicant must still meet MHA or Mixed-Finance Owner selection criteria, before being offered a unit.

In order to bring higher income families into public housing, the MHA has established preferences for a community-wide waiting list and site-based waiting lists for all Mixed-Finance Communities and Public Housing Communities where the Work Activity Policy has been implemented. The site-based waiting lists includes a preference for "working" families, where the head, spouse, cohead, adult household member or sole member, is employed at least 30 hours per week. Families where the head, spouse, cohead, adult household member or sole member is a person age 62 or older, or is a person with disabilities, will be given the benefit of the working preference.

The MHA will implement the following preferences:
(1) Community-wide waiting list
(2) Site-based waiting lists for all Mixed-Finance Communities and Public Housing Communities where Work Activity Policy has been implemented.
(3) Relocation for families residing in a community with a Work Activity Policy

(1) Preference for community-wide waiting list:

Federally Declared Disaster:
Applicants displaced by a Federally declared disaster or a disaster to an MHA or Mixed-Finance Owner unit will qualify for this preference, if they apply within 120 days from the date the disaster is declared. They will be admitted in the following order:
(a) Existing public housing residents and Housing Choice Voucher program participants.
(b) Applicants who were not previously living in assisted housing but who meet all other

application criteria.

(2) Preference for site-based waiting list:

Federally Declared Disaster:
Applicants displaced by a Federally declared disaster or a disaster to an MHA or Mixed-Finance Owner unit will qualify for this preference if they apply within 120 days from the date the disaster is declared. They will be admitted in the following order:
(a) Existing public housing residents and HCV program participants.
(b) Applicants who were not previously living in assisted housing but who meet all other application criteria.

(3) Relocation for families residing in a community with a Work Activity Policy:

Relocation:
Families residing in a community where a Work Activity Policy is implemented, will receive a relocation preference and be placed at the top of the community-wide waiting list. If the family fails to meet the requirements of the Work Activity Policy, the family will be transferred or relocated to a community, where work activity is not a condition for continued occupancy.

Working Preferences and Income Tiers for applicants:
(a) Working and former relocated residents of Tulane Court or Riverside Heights (Any head of household that moved from these communities under a HUD approved relocation plan)
(b) New working applicants
(c) Non-working former relocated residents of Tulane Court or Riverside Heights (Any head of household that moved from these communities under a HUD approved relocation plan)
(d) Non-working new applicants

Note: Non-working is defined as: Social Security, SSI, Retirement benefits, VA benefits, Child Support, Alimony, Unemployment benefits, Pension, and other non-wage income that meets the approval of the Montgomery Housing Authority.

Working Preferences and Income Tiers for site-based waiting lists serving the mixed finance communities: Head of household, spouse, cohead, adult household member or sole member are actively employed and the employed person's needs are not included in any TANF payments the family may be receiving. The employed person'(s) must work a minimum of thirty hours per week for 12 consecutive months, prior to applying for a unit. A family where the head, spouse, cohead, adult household member or sole member, is a person over 62 years of age or a person with disabilities will automatically qualify for the working preference. In addition the family is required to comply with the Work Activity Policy listed below.

If the head of household, spouse, cohead, adult household member or sole member become unemployed within 12 months of admission and afterward, the family will be given six months to become employed. If the family fails to obtain employment of at least 30 hours a week or fails to participate in a job training program and/or be engaged in educational opportunities, or be actively involved in a self-sufficiency program, MHA will transfer the family to an appropriate unit in another public housing community. If the family becomes unemployed as a result of becoming disabled, the tenant will be allowed to remain at the development. The cost of the

transfer will be paid for by the MHA.

Income Tiers: Mixed-Finance Communities
Applicants with income between 0 and 30% of Area Median Income (AMI): 40%
Applicants with income between 31 and 50% of AMI: 35%
Applicants with income between 51 and 60% of AMI: 25%

Work Activity Policy
In an effort to create affordable, sustainable housing, improve the quality of life for families and encourage independence, MHA has implemented a "Work Activity" policy that will require public housing residents, moving into a property that has been redeveloped or renovated within fifteen years, to be engaged in work activity. To be engaged in work activity you will have to be working at least 30 hours weekly at minimum wage or more or be engaged in a MHA approved job training program and/or a full-time student, as verified per semester, in order to receive continued occupancy within that development.

> The Work Activity Policy applies to the following properties:
> (1) All Mixed-Finance Communities
> (2) Victor Tulane Gardens
> (3) Parks Place (formerly Cleveland Court)

A family where the head, spouse, cohead, adult household member or sole member is employed would be required to meet the requirement for work activity. All family members age 18 and older are required to be employed at least 20 hours weekly or be engaged in a MHA approved job training program and/or a full-time student, as verified per semester. Households where the head, spouse, cohead, adult household member or sole member is age 62 or older, or is a person with disabilities, would be eligible to reside at a development where work activity is a condition of admissions and continued occupancy.

If the family becomes unemployed, they would be given six months to become employed. If the family is receiving unemployment benefits this would be considered as being engaged in work activity. During this six month period the family would be required to participate in a MHA Self-Sufficiency program to receive assistance with their employment search.

If the head of household fails to obtain employment, of at least 30 hours a (adult family member 20 hours) a week, or fails to participate in a MHA approved job training program and/or be a full-time student, as verified per semester, MHA will transfer or relocate the family to an appropriate unit in another public housing community, where work activity is not a condition for continued occupancy. If the family becomes unemployed as a result of becoming disabled, the tenant will be allowed to remain at the development. The cost of the transfer will be paid for by the MHA.

Income Targeting Requirement
HUD requires that extremely low-income (ELI) families make up at least 40% of the families admitted to public housing during MHA or Mixed-Finance Owner's fiscal year. ELI families are those with annual incomes at or below 30% of the area median income. To ensure this requirement is met, MHA or Mixed-Finance Owner may skip non-ELI families on the waiting list in order to select an ELI family.

MHA | MONTGOMERY HOUSING AUTHORITY

EHO – EOE

EVETTE HESTER
EXECUTIVE DIRECTOR

JOHN F. KNIGHT, JR
CHAIRMAN

September 27, 2017

Ms. Hazel Waites
Continuum Coordinator
Mid-Alabama Coalition for the Homeless
101 Coliseum Boulevard

Re: Homeless Percentage FY2016

This letter is in reference to a request from Mid-Alabama Coalition for the Homeless (MACH) for the percentage of homeless individuals housed through the Montgomery Housing Authority for the Fiscal Year 2016.

The Montgomery Housing Authority Public Housing Program did not have a Homeless Preference for Fiscal Year 2016, therefore we will not be able to provide the number of homeless applicants housed.

If there are any further questions, please contact me at 334-799-4385 or www.mhatoday.org.

Sincerely,

Tamara Berry
Director of Property and Asset Management

SOUTH CENTRAL ALABAMA REGIONAL HOUSING AUTHORITY
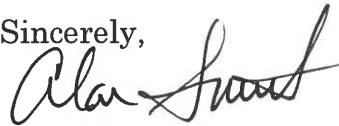
September 26, 2017

Hazel Waites
Continuum Coordinator
Mid-Alabama Coalition for the Homeless

RE: Homeless New Admissions

Dear Ms. Waites:

The office does not have any statistics as far new homeless admissions for the public housing program at Union Springs Housing Authority or the housing choice voucher program at South Central Alabama Regional Housing Authority.

Sincerely,

Alan Smith
Executive Director

h. Social Security Numbers (SSN) of all Family Members; Families are required to provide SSN's for all family members prior to admission. All members of the family defined above must provide an original valid social security card.
   (1) Current family members without a copy of the social security card in the tenant file must provide an original valid card by the next annual recertification.
   (2) Prior to being added to the lease (newborns/adoptions/etc.) the head-of-household must provide an original valid card. **NOTE: The change to section D-h) above is effective October 1, 2009.**
       (a) Applicant Screening Information; and the HA documented direct knowledge or 3rd party.
       (b) Citizenship or eligible immigration status: Citizens are permitted to certify to their status. Eligible Immigration status will be verified with INS.
i. Applicants reporting zero income will be asked to complete a family expense form to document how much they spend on: food, transportation, health care, child care, debts, household items, etc. and what the source of income is for these expenses.
j. The HA's applications for admission HCV shall indicate for each application the date and time of receipt; applicant's race and ethnicity; determination by the HA as to eligibility of the applicant; when eligible, the bedroom size(s) for which eligible; preference, if any. The date, location, identification, and circumstances of each vacancy offered and accepted or rejected must be maintained.

D. The Preference System:

1. <u>An admission preference:</u>
   An admission preference does not guarantee admission. Preferences establish the order of placement on the waiting list. Every applicant must still meet the HA's Selection Criteria before being offered a voucher.

2. <u>Verification of Preferences:</u>
   At the time of application, initial determinations of an applicant's entitlement to a preference may be made on the basis of an applicant's certification of their qualification for that preference. Before selection is made, this qualification must be verified.

3. <u>Preference (up front):</u>
   The following preference is available to qualifying families at this time:
   a. Catastrophic Involuntary Displacement, which is defined in this plan;
   b. Single Persons who are elderly, displaced, homeless, or persons with disabilities over other single persons.

A family that consists only of a pregnant woman must be treated as a two person family.

---

4. <u>Administration of the Preferences:</u>

a. Depending on the time an applicant may have to remain on the waiting list, the HA will either verify preferences at the time of application (when the waiting list is short or nonexistent) or require that applicants certify to their qualification for a preference at the time of pre-application (when the wait for admission exceeds four months). Verifying preferences is one of the earliest steps in processing applicants for admission. Preference verifications shall be no more than 120 days old at the time of certification.

b. The HA may use a pre-application to obtain the family's certification that it qualifies for a preference. The family will be advised to notify the HA of any change that may affect their ability to qualify for a preference.

c. Applicants that are otherwise eligible and self-certified as qualifying for a preference will be placed on the waiting list.

d. Applicants that self-certify to a preference at the time of pre-application and cannot verify current preference status at the time of certification will be moved into the non-preference category, and to a lower position on the waiting list based on date and time of application, if applicable.

5. Notice and Opportunity for a Meeting
If the HA determines that an applicant does not meet the criteria for a preference, the HA must promptly provide the applicant with written notice of the determination. The notice must contain a brief statement of the reasons for the determination, and state that the applicant has the right to meet with the HA's designee to review it. If a meeting is requested within the time specified in the notice, it must be conducted by a person or persons designated by the HA. The person designated by the HA to conduct the informal hearing shall be an impartial person appointed by the HA other than a person who made the approval of the HA's action under review or a subordinate of such person. The procedures specified in this section must be carried out in accordance with HUD's requirements. The applicant may exercise other rights if the applicant believes that he or she has been discriminated against on the basis of race, color, age, religion, sex, disability, familial status, or national origin.

E. Screening Applicants for Admission:

1. The HA will conduct a detailed interview of all applicants using an interview checklist as a part of the screening procedures. The form will ask questions based on the essential elements participation. Answers will be subject to third party verification.

2. All applicants must complete an application interview.

3. The applicant and all adults must sign a release allowing the HA to request a copy of a police report from the National Crime Information Center, police department or other law enforcement agencies.

F. Screening Reasons for Denial of Admission.

1. Outstanding balances owed to any HA or any other federally subsidized housing program is part of the screening evaluation. Outstanding balances will result in the rejection of the application.

nondisclosure of an SSN by an individual who does not contend to have eligible immigration status.

i) Applicant Screening Information; and the HA documented direct knowledge or 3rd party

j) Citizenship or eligible immigration status. Citizens are permitted to certify to their status. Eligible Immigration status will be verified with INS.

3. Applicants reporting zero income will be asked to complete a family expense form to document how much they spend on: food, transportation, health care, child care, debts, household items, etc. and what the source of income is for these expenses.

4. The HA's applications for admission public housing shall indicate for each application the date and time of receipt; applicant's race and ethnicity; determination by the HA as to eligibility of the applicant; when eligible, the unit size(s) for which eligible; preference, if any. The date, location, identification, and circumstances of each vacancy offered and accepted or rejected must be maintained.

E. The Preference System

1. An admission preference:

An admission preference does not guarantee admission. Preferences establish the order of placement on the waiting list. Every applicant must still meet the HA's Selection Criteria before being offered a unit.

2. Factors other than preferences:

Before applying its preference system, the HA will match the characteristics of the available unit to the applicants available on the waiting list. Unit sizes, accessibility features, or type of project limit the admission of families to households whose characteristics match the vacant unit available. By matching unit and family characteristics, families lower on the waiting list may receive an offer of housing before families with an earlier date and time of application or families with a higher preference (e.g. the next unit available is an accessible unit and the only applicant family needing such features is in the non-preference pool, i.e. having no preference). Factors other than the preference system that affect applicant selection are described below:

a) When selecting a family for a unit with accessible features, the HA will give a preference to families that include persons with disabilities who can benefit from the unit's features. First preference will be given to existing resident families seeking a transfer and second preference will be given to applicant families. If no family needing accessible features can be found for a unit with such features, the HA will house a family not needing the unit features, but a non-disabled family in an accessible unit will be required to move so that a family needing the unit features can take advantage of the unit.

b) When selecting a family for a unit in housing designated for elderly families, or disabled families, if any, the HA will give a priority to elderly, disabled or near elderly families.

c) When selecting a family for a unit in a property that houses elderly and disabled

families, as opposed to a general occupancy development that houses non-elderly families as well, the HA will give equal priority to elderly families and disabled families.

d) When selecting a single person at a mixed population development, elderly, disabled, or displaced single persons have priority over other singles. Single applicants who are not elderly, disabled, or displaced can only be admitted after all elderly or disabled families or single displaced persons have been offered units.

NOTE: Preferences will be granted to applicants who are otherwise qualified and who, at the time of the unit offer (prior to execution of a lease); meet the definitions of the preferences described below. The HA will not hold units vacant for applicants with preferences, nor will it relax eligibility or screening criteria to admit otherwise unqualified applicants with preferences.

3. **Verification of Preferences:**

   At the time of application, initial determinations of an applicant's entitlement to a preference may be made on the basis of an applicant's certification of their qualification for that preference. Before selection is made, this qualification must be verified.

4. **Preference (up front):**

   The following preference is available to qualifying families at this time:
   - Catastrophic Involuntary Displacement, which is defined in this policy;

5. **Special Circumstance Preferences:**

   These preferences apply only to specific units
   - Near-elderly families over other families for units designated for elderly/disabled;
   - For one bedroom/efficiency units; elderly, disabled families and displaced persons over single persons.

6. **Administration of the Preferences:**

   a) Depending on the time an applicant may have to remain on the waiting list, the HA will either verify preferences at the time of application (when the waiting list is short or nonexistent) or require that applicants certify to their qualification for a preference at the time of pre-application (when the wait for admission exceeds four months). Verifying preferences is one of the earliest steps in processing applicants for admission. Preference verifications shall be no more than 120 days old at the time of certification.

   b) The HA may use a pre-application to obtain the family's certification that it qualifies for a preference. The family will be advised to notify the HA of any change that may affect their ability to qualify for a preference.

   c) Applicants that are otherwise eligible and self-certified as qualifying for a preference will be placed on the waiting list in the appropriate applicant pool.

d) Applicants that self-certify to a preference at the time of pre-application and cannot verify current preference status at the time of certification will be moved into the non-preference category, and to a lower position on the waiting list based on date and time of application, if applicable.

7. **Notice and Opportunity for a Meeting:**

   If the HA determines that an applicant does not meet the criteria for a preference, the HA must promptly provide the applicant with written notice of the determination. The notice must contain a brief statement of the reasons for the determination, and state that the applicant has the right to meet with the HA's designee to review it. If requested within the time given in the notice the meeting must be conducted by a person or persons designated by the HA. The person designated by the HA to conduct the informal hearing shall be an impartial person appointed by the HA other than a person who made the approval of the HA's action under review or a subordinate of such person. The procedures specified in this section must be carried out in accordance with HUD's requirements. The applicant may exercise other rights if the applicant believes that he or she has been discriminated against on the basis of race, color, age, religion, sex, disability, familial status, and national origin.

   NOTE: The HA grievance procedure applies only to residents. It does NOT apply to applicants.

F. Screening Applicants for Admission.

1. **HUD Regulations**

   All applicants shall be screened in accordance with HUD's regulations and sound management practices. During screening, the HA will require applicants to demonstrate ability to comply with essential provisions of the lease. The HA will ask if the Applicant requires any special accommodations or presence of a third party to help them with the application process and tenancy.

2. **Complying with essential lease requirements:**

   a) Applicant ability and willingness to comply with the essential lease requirements will be checked and documented in accordance with this policy. Applicant screening shall assess the conduct of the applicant and other family members listed on the application, in present and prior housing. Any costs incurred to complete the application process and screening will be paid by the HA.

   b) The history of applicant conduct and behavior must demonstrate that the applicant family can reasonably be expected not to:
   - Interfere with other residents in such a manner as to diminish their peaceful enjoyment of the premises by adversely affecting their health, safety, or welfare;
   - Adversely affect the physical environment or financial stability of the project;
   - Violate the terms and conditions of the lease;
   - Require services from the HA staff that would alter the fundamental nature of the HA's program.

SOUTH CENTRAL ALABAMA REGIONAL HOUSING AUTHORITY

Hazel Waites
Continuum Coordinator
Mid-Alabama Coalition for the Homeless

RE: Fort Deposit Housing Authority

Dear Ms. Waites:

As of December 1, 2016 the Fort Deposit Housing Authority has converted its public housing units to section 8 project based vouchers under the Rental Assistance Demonstration program.

South Central Alabama Regional Housing Authority administers this program for Fort Deposit Housing Authority.

Sincerely,

Alan Smith
Executive Director

AL-504 Coordinated Assessment Intake Form
For HUD Funded Housing Programs

The US Department of Housing and Urban Development (HUD) requires communities to establish and operate a "centralized or coordinated assessment system" (referred to as "coordinated entry" or "coordinated entry process") for individuals applying for housing assistance. The goal is to increase the efficiency of local crisis response systems and improve fairness and ease of access to resources, including mainstream resources. Coordinated entry processes are intended to help communities prioritize people who are most in need of assistance. <u>The following questions are required for individuals applying for HUD funding housing assistance programs</u>.

Please answer every question on this form and submit, along with required documents, to housing@handsonriverregion.org

DATE FORM COMPLETED: _____

INTERVIEWERS NAME:_____   Phone: ____-_____-_____

Name of Referring Agency:_____   Email:_____

A. APPLICANT PROFILE:

1. Name: First _____Middle _____ Last _____

2. Do you go by any other names? If so, please list here: _____

3. Social Security Number: _____ - _____ - _____

4. Have you ever served in the military?   Yes   No

5. Do you have a Continuum ID Card?   Yes   No

6. (If YES, enter Continuum ID: _____)

7. What is your Date of Birth? _____ / _____ / _____

8. What race are you? *(Check One)*

    Black
    White
    American Indian or Alaska Native
    Asian
    Native Hawaiian or Pacific Islander

9. Do you have Hispanic or Latin heritage?   Yes   No

10. What is your gender? *(Circle One)*

    Male
    Female
    Transgender
    Doesn't identify as male, female, or transgender

11. Do you have a disabling condition?   Yes   No

12. Where did you stay last night? _____

13. How long have you been staying where you were last night? (Number of)   _____Years _____Months _____Days

14. Are you the Head of Household?   Yes   No

15. (If NO, what is your relation to the head of household? _____)

16. Approximate date homelessness started? _____/_____/_____

17. Number of times you have been homeless in the past three years? _____

18. If 4 or more, what is the total number of months you have been homeless in the past three years?   _____

19. What is the total number of months that you have continuously been homeless immediately prior to coming to this shelter? _____

20. What type of income do you receive? *(Check All that Apply AND Enter Amount)*

    NONE
    Alimony $_____
    Child Support $_____
    Earned Income $_____
    General Assistance $_____
    Pension or retirement income from another $_____
    Private Disability Insurance $_____
    Retirement Income from Social Security $_____
    SSDI $_____

    SSI $_____
    TANF $_____
    Unemployment Insurance $_____
    Veteran Non-Service Connected Disability Pension $_____
    Veteran Service Connected Disability Compensation $_____
    Worker's Compensation $_____
    Other:_____

21. What type of Non-Cash Benefits do you receive? *(Check All that Apply AND Enter Amount)*

    NONE
    Food Stamps $_____
    SCHIP
    WIC $_____
    TANF Child Care Services $_____
    TANF Transportation Services $_____

    Other TANF-Funded Services $_____
    Section 8, Public Housing, or other ongoing rental assistance $ _____
    Other Source $_____ and Name of Source _____
    Temporary Rental Assistance$_____

22. What type of Health Insurance do you have? *(Check All that Apply)*

    NONE
    MEDICAID
    State Children's Health Insurance Program
    Veteran's Administration (VA) Medical Services

    Private Health Insurance/COBRA
    State Health Insurance for Adults
    Indian Health Services Program
    Other:_____

23. Disability Type? *(Check All that Apply)*

    NONE
    Alcohol Abuse
    Developmental
    Drug Abuse

    HIV or AIDS
    Mental Health
    Physical
    Chronic Condition (heart, diabetes, etc)

24. Do you expect your disability to be long term?   Yes   No

25. Are you receiving medical treatment for your disability?   Yes   No

26. Are you a domestic violence victim/survivor?   Yes   No

27. If yes, for domestic violence, when did it occur? *(Please Check One)*

         Past 3 months   6-12 Months Ago
         3-6 Months Ago   More than a Year

28. <u>Are you currently fleeing</u>?   Yes   No

29. Are you currently working?   Yes   No

30. If yes, when did you start working? Date _____/_____/_____

31. If you are not working, when is the last time you had a job? Date_____/_____/_____

COMPLETE FOR ADDITIONAL FAMILY MEMBERS 18 AND UNDER (If individual, Leave Blank and proceed to next section):

Name: _____

Social Security: _____-_____-_____

Date of Birth: Month_____ Day_____ Year_____

Gender: *(Circle One)*   Male / Female

Race: _____

Hispanic or Latino heritage: *(Circle One)*   Yes / No

Disabled: *(Circle One)*   Yes / No

Relationship to Head of Household:_____

Health Insurance: *(Circle One)*   Yes / No   If Yes, Carrier: _____

Name: _____

Social Security: _____-_____-_____

Date of Birth: Month_____ Day_____ Year_____

Gender: *(Circle One)*   Male / Female

Race: _____

Hispanic or Latino heritage: *(Circle One)*   Yes / No

Disabled: *(Circle One)*   Yes / No

Relationship to Head of Household:_____

Health Insurance: *(Circle One)* Yes / No   If Yes, Carrier: _____

Name: _____

Social Security: _____-_____-_____

Date of Birth: Month_____ Day_____ Year_____

Gender: *(Circle One)*   Male   /   Female

Race: _____

Hispanic or Latino heritage: *(Circle One)*   Yes   /   No

Disabled: *(Circle One)*   Yes   /   No

Relationship to Head of Household:_____

Health Insurance: *(Circle One)*   Yes   /   No   If Yes, Carrier:_____

Name: _____

Social Security: _____-_____-_____

Date of Birth: Month_____ Day_____ Year_____

Gender: *(Circle One)*   Male   /   Female

Race:_____

Hispanic or Latino heritage: *(Circle One)*   Yes   /   No

Disabled: *(Circle One)*   Yes   /   No

Relationship to Head of Household:_____

Health Insurance: *(Circle One)*   Yes   /   No   If Yes, Carrier:_____

B. History of Housing and Homelessness

1. Where do you sleep most frequently? (check one) ☐Shelters ☐Other (specify): _____

☐Transitional Housing ☐Refused

☐Outdoors (inclusive of all places not meant for habitation, including streets, sidewalks, doorways, car, bus or subway, park or abandoned buildings)

2. How long has it been since you lived in permanent stable housing? *(in months)* _____ ☐Refused

3. In the last three years...

A) How many times have you been homeless? _____☐Refused

B) What is the total number of months you have lived on the streets or in shelters? _____☐Refused

C) Have you been continually homeless for at least a year? ☐Yes ☐No ☐Refused

C. Risks

4. In the past six months, -- *count back with the month*: *"since [   ]"* -- how many times have you...

A) Received health care at an emergency department/room? _____☐Refused

B) Taken an ambulance to the hospital? _____☐Refused

C) Been hospitalized as an inpatient? _____☐Refused

D) Used a crisis service, including sexual assault crisis, mental health crisis, _____☐Refused
E) family/intimate violence, distress centers and suicide prevention hotlines?

F) Talked to police because you witnessed a crime, were the victim of a crime, or the _____☐Refused
G) alleged perpetrator of a crime or because police told you that you must move along?

H) Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term _____☐Refused
I) stay like the drunk tank, a longer stay for a more serious offense, or anything in between?

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

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

7. Do you have any legal stuff going on right now that may result in you being locked up, ☐Yes ☐No ☐Refused
having to pay fines, or that make it more difficult to rent a place to live?

8. Does anybody force or trick you to do things that you do not want to do? ☐Yes ☐No ☐Refused

9. Do you ever do things that may be considered to be risky like exchange sex for money, ☐Yes ☐No ☐Refused
run drugs for someone, have unprotected sex with someone you don't know, share a needle,
or anything like that?

D. Socialization & Daily Functioning

10. Is there any person, past landlord, business, bookie, dealer, or government group like ☐Yes ☐No ☐Refused
the IRS that thinks you owe them money?

11. Do you get any money from the government, a pension, an inheritance, ☐Yes ☐No ☐Refused
working under the table, a regular job, or anything like that?

12. Do you have planned activities, other than just surviving, that make you feel happy and fulfilled? ☐Yes ☐No ☐Refused

13. Are you currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that? ☐Yes ☐No ☐Refused

14. Is your current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because family or friends caused you to become evicted? ☐Yes ☐No ☐Refused

E. Wellness

15. Have you ever had to leave an apartment, shelter program or other place you were staying because of your physical health? ☐Yes ☐No ☐Refused

16. Do you have any chronic health issues with your liver, kidneys, stomach, lungs or heart? ☐Yes ☐No ☐Refused

17. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you? ☐Yes ☐No ☐Refused

18. Do you have any physical disabilities that would limit the type of housing you could access, ☐Yes ☐No ☐Refused

or would make it hard to live independently because you'd need help? ☐Yes ☐No ☐Refused

19. When you are sick or not feeling well, do you avoid getting help? ☐Yes ☐No ☐Refused

20. **FOR FEMALE RESPONDENTS ONLY**: Are you currently pregnant? ☐Yes ☐No ☐NA or Refused

21. Has your drinking or drug use led you to being kicked out of an apartment or program where you were staying in the past? ☐Yes ☐No ☐Refused

22. Will drinking or drug use make it difficult for you to stay housed or afford your housing? ☐Yes ☐No ☐Refused

23. Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:

    A) A mental health issue or concern? ☐Yes ☐No ☐Refused

    B) A past head injury? ☐Yes ☐No ☐Refused

    C) A learning disability, developmental disability or other impairment? ☐Yes ☐No ☐Refused

24. Do you have any mental health or brain issues that would make it hard for you to live independently because you'd need help? ☐Yes ☐No ☐Refused

25. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking? ☐Yes ☐No ☐Refused

26. Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication? ☐Yes ☐No ☐Refused

27. **YES OR NO**: Has your current period of homelessness been caused by an experience of emotional, physical, psychological, sexual or other type of abuse, or by any other trauma you have experienced? ☐Yes ☐No ☐Refused

Continuum of Care(CoC)
Program Management Information System of the Southeast (promisSE)

RELEASE OF INFORMATION (ROI)

Client's Last Name: _____   **First Name:** _____   **MI:** ____

Date of Birth: _____   **Social Security Number:** _____

* The Federal Privacy Act of 1974 requires that you be notified that disclosure of your Social Security number is voluntary under this record-keeping system. This system was authorized pursuant to directives from Congress and the Department of Housing and Urban Development (HUD). The Social Security number is used to verify identity, assure timely delivery of services, prevent duplication of services, and generate accurate required reports to HUD.

The **PromisSE** is a shared, computerized record keeping system that captures information about people experiencing homelessness or near homelessness, including their service needs. Our Agency,_____, is participating in **PromisSE** that collects information on clients served by its member agencies and the services they provide.

I understand that all information gathered about me is personal and private and that I do not have to share information collected in **PromisSE**. It has been explained to me that all information collected will serve for reporting purposes and as a precaution to prevent duplication of services to ineligible individuals and families. I have had an opportunity to ask questions about **PromisSE** and to review the identifying information, which is authorized by this release for the **PromisSE** Member Agencies to share. I also understand that information about non-confidential services provided to me by human service agencies in the CoC may be shared with other participating in **PromisSE** agencies. This Release of Information will remain in effect for 5 (five) years and will expire on _____ unless I make a formal request to this Agency that I no longer wish to participate in **PromisSE**.

    ☐   **I authorize to share my data**
    ☐   **I do not authorize to share my data**

The CoC, as **PromisSE** Member Agency, to share my information between all participating **PromisSE** agencies. I authorize the use of a copy of this original to serve as an original for the purposes stated above.

_____
Client's (Head of Household) Printed Name

_____
Other Adult in HH Printed Name

_____
Client's (Head of Household) Signature

_____
Other Adult in HH Signature

_____
Date (mm/dd/yy)

_____
Date (mm/dd/yy)

Based on the above information,

☐   **I authorize to share my dependants' data**
☐   **I do not authorize to share my dependants' data**

The CoC, as a **PromisSE** Member Agency, to share my information between all participating **PromisSE** agencies. I authorize the use of a copy of this original to serve as an original for the purposes stated above.

_____	_____	_____	_____
Dependents Name	DOB	Dependent's Name	DOB
_____	_____	_____	_____
Dependent's Name	DOB	Dependent's Name	DOB
_____	_____	_____	_____
Dependent's Name	DOB	Dependent's Name	DOB
_____	_____	_____	_____
Dependent's Name	DOB	Dependent's Name	DOB

_____   _____

Legal Guardian's Authorizing Signature   Date (mm/dd/yy)

_____
Agency Representative's Printed Name

_____
Agency Representative's Signature

_____
Date (mm/dd/yy

1E-1. Objective Criteria – Rate, Rank, Review & Selection Criteria:

➢ **MACH has used the HUD CoC Program Rating & Ranking tool as shown below**

File | Home | Insert | Page Layout | Formulas | Data | Review | View | Help | PDF Architect 5 Creator | Tell me what you want to do

Paste — Clipboard | Calibri 11 | Font | Alignment | General — Number | Conditional Formatting / Format as Table / Normal, Bad, Good, Neutral, Calculation, Check Cell — Styles | Insert Delete Format — Cells | AutoSum, Fill, Clear

B38 | If a CoC decides to use version 2.3 for the FY18 CoC process, they should review the HUD threshold requirements in the 'RENEW. + EXP. THRESHOLD' and 'NEW PROJECTS THRESHOLD' tabs and the

Navigation Pane   Version 3.1

Turn Off Macros | Turn On Macros

GENERAL | ABOUT THE TOOL | TOOL RESOURCES | RAW HIC DATA | LIST OF PROJECTS TO BE REVIEWED

RATING | CUSTOMIZE RATING CRITERIA | RENEW. + EXP. THRESHOLD | RENEW. + EXP. RATING TOOL | NEW PROJECTS THRESHOLD | NEW PROJECTS RATING TOOL | ALTERNATIVE RATING TOOL | RATING RESULTS

RANKING | FUNDING CEILINGS + PRIORITIES | FUNDING ANALYSIS + RANKING

ABOUT THE CoC PROGRAM RATING & RANKING TOOL

ABOUT THE TOOL

HUD is providing this Rating and Ranking Tool to help CoCs design and implement a comprehensive annual CoC competition application review process. It has several customization features so you can choose the rating factors that are most relevant to your CoC and the priorities your CoC has adopted to inform system (re)design.

DISCLAIMER: HUD is explicitly stating that use of this tool is optional, is not being promoted over other tools CoCs currently use, and does not guarantee:
- additional points in the Fiscal Year (FY) 2018 Continuum of Care Program (CoC) Competition;
- CoC applications will be consistent with all NOFA requirements; and
- HUD will award CoCs with full points or funding.

The tool provides a strong framework for implementing a data-driven rating process and a ranking process informed by system priorities and capacity analysis (if available) and it satisfies the objective criteria requirement in the **FY 2018 CoC Program NOFA.** HUD strongly encourages CoCs to read the CoC Program NOFA carefully to determine if there are new opportunities, priorities, or expectations that your CoC might need to assess outside this tool. The Priority Listing is the official project ranking record for the CoC Program NOFA. HUD is not requiring CoCs to use this tool, nor is it preferred over other rating tools or processes, use of the tool does not guarantee additional points on the CoC Program application. HUD has made this tool available to CoCs for use in their year-round NOFA planning process. Feedback on the tool is welcome.

Microsoft Excel 2003 or higher is required when using this tool. When opening the tool workbook, you might need to click **"Enable Content", "Enable Editing",** and/or **"Enable Macros"** buttons in the yellow bar at the top of your screen. This is necessary for the macros and formulas to run correctly within the spreadsheet. If you get an error message, please check to see if the yellow bar is present and click these buttons before attempting

ABOUT THE TOOL | TOOL RESOURCES | RAW HIC DATA | LIST OF PROJECTS TO BE REVIEWED | CUSTOMIZE RATING CRITERIA | RENEW. + EXP. THRESHOLD | RENEW. +

Ready

1E-3. Public Posting – Local Competition Rate, Rank, Review & Selection Criteria

- **Notification of Application on Website**
- **RFP**

The Mid-Alabama Coalition for the Homeless (MACH) is the HUD-designated Continuum of Care for a five-county region in central Alabama (Montgomery, Autauga, Bullock, Elmore, & Lowndes counties). The Continuum of Care (CoC) is HUD's local planning process, which requires that each community use a single comprehensive planning process when applying for HUD funding. The CoC evaluates community needs and makes plans to deliver housing and services to meet those needs. Local agencies receive over $2 million annually through this funding process.

A Continuum of Care system offers all of the various types of services that a person or family experiencing homelessness may need. Different clients enter and exit the system in different ways and move among agencies and services as their needs require. The diagram below demonstrates the types of services available in our area and how clients may use them.

Outreach/Intake/Assessment – Programs that engage those experiencing homelessness in order to identify service and housing needs and provide links to the appropriate level of both.

Emergency Shelter – An immediate, safe alternative to sleeping on the streets. Most emergency shelters have a limit on the

Annual HUD CoC Competition

Agencies are invited to submit applications for funding under the HUD NOFA for the FY2018 Continuum of Care Program Competition. Use the information found on the following links to prepare and submit an application by Friday, August 18, 2018. Check this page regularly for updates. Information will be posted as available.

2018 HUD CoC Competition Resources

MACH CoC Written Standards

2018 Application Process

Blank Project Application Templates

2018 MACH Project Rating Scale

FY18 MACH Project Priority Listings

FY17 CoC Priority Listings - HUD Version

2017 CoC Consolidated Application

**2018 HUD Continuum of Care Program Competition
Application Process**

Please read the instructions carefully.

Agencies within MACH's service area of Montgomery, Autauga, Bullock, Elmore and Lowndes counties are invited to submit applications for funding under the HUD NOFA for the FY18 Continuum of Care Program Competition. Any agency interested in applying should follow the instructions below to prepare Project Application for a time-limited presentation to the Project Review Committee. The presentation session will also include time for questions and answers to enable the committee members to make an informed assessment of the proposed projects. The project review committee will meet in mid-September.

If your agency plans to submit a proposal, you MUST contact Nancy Fitzpatrick at mach@midalhomeless.org, no later than Friday, August 17, 2018, to schedule a time to present to the Project Review Committee.

Application materials are due on Friday, August 17, 2018 by 5pm CST. Late applications will result in lost points.

The review committee will present its recommendation regarding the projects and priority ranking to the MACH Board for its approval, and agencies will be notified of a **final decision on or before August 31, 2018.**

Available Funding

MACH is the Collaborative Applicant for the AL-504 Continuum of Care. The HUD-approved Annual Renewal Demand (ARD) for AL-504 is $1,970,964. HUD is continuing its two-tier funding process for the FY18 Competition. CoC's are required to rank all projects, except the CoC planning project which does not count toward the total ARD amount. MACH's Project Review Committee will review the projects and assign preliminary rankings, and the Board of Directors will review the recommendations and vote on the final rankings.

Annual Renewal Demand: $1,970,964
Tier 1 (equal to 94% of the CoC's ARD): $1,852,706
Tier 2 (difference between Tier 1 and the CoC's ARD + amount for Bonus and DV Bonus projects): $394,952

Eligible Project Types

Renewal Projects – Current HUD CoC grantees with a project expiring in calendar year 2019 are eligible to submit an application to renew the project for 1 year. In order to be eligible for renewal in FY 2018, a project must have an executed grant agreement by December 31, 2018 and have an expiration date in Calendar Year (CY) 2019 (between January 1, 2019 and December 31, 2019). Renewals are **NOT** automatic. The CoC has to rank all renewal projects this year, and HUD will consider these rankings when making renewal awards. Renewals will be judged based on past performance.

New Projects – HUD may award funds for new projects or new expansion projects through reallocation and/or Bonus or DV Bonus projects in the FY2018 competition. MACH will entertain applications for new projects in both categories. The Project Review Committee will determine if any renewal grants will be reduced or fully reallocated to create new projects. Projects selected for reallocation would be low-performing projects or those that do not meet HUD's policy priorities. Any projects created through reallocation would likely be $100,000 or less, and agencies should consider the funding limitations when proposing new projects.

- New Projects Created Through Reallocation or Bonus may be:
    - Permanent housing-permanent supportive housing (PH-PSH) projects that meet the requirements of Dedicated PLUS as defined in Section III.C.3.f of the 2018 NOFA or where 100 percent of the beds are dedicated to individuals and families experiencing chronic homelessness, as defined in 24 CFR 578.3.
    - CoCs may create new permanent housing-rapid rehousing (PH-RRH) projects that will serve homeless individuals and families, including unaccompanied youth;
    - Joint TH and PH-RRH component projects as defined in Section III.C.3.m of the 2018 NOFA to better serve homeless individuals and families, including individuals or families fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking
    - Dedicated HMIS project for the costs at 24 CFR 578.37(a)(2) that can only be carried out by the HMIS Lead, which is the recipient or subrecipient of an HMIS grant, and that is listed on the HMIS Lead form in the CoC Applicant Profile in esnaps.
    - Supportive services only (SSO-CE) project to develop or operate a centralized or coordinated assessment system.

- New Projects Created Through DV Bonus may be:
    - Permanent Housing-Rapid re-housing projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless at 24 CFR 578.3
    - Joint TH and PH-RRH component projects as defined in Section III.C.3.m of the 2018 NOFA dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless at 24 CFR 578.3
    - Supportive service only-coordinated entry project to implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet 30 of 84 the needs of survivors of domestic violence, dating violence, sexual assault, or stalking.

- MACH can apply for up to **$118,258** in new projects or new expansion projects under the Bonus and **$158,436** in new projects or new expansion projects under the DV Bonus.

Notes about new Expansion Projects
- Project applicants that intend to submit a new reallocation or bonus or DV bonus project for the purposes of expanding an eligible renewal project must:
    o Provide the eligible renewal grant number of the project to be expanded on the new project application;
    o 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
    o Ensure the funding request for the new expansion project is within the funding parameters allowed under the reallocation process or bonus or DV bonus.

Application Process – New & Renewal Projects

1. Carefully read the NOFA released by HUD (General and Program sections). The HUD NOFA and related guidance can be accessed here: https://www.hudexchange.info/resources/documents/FY-2018-CoC-Program-Competition-NOFA.pdf

2. Prepare and submit an application profile and a Project Application for each new or renewal project through esnaps. Instructions on how to register for esnaps and complete the applicant profile can be found here: https://www.hudexchange.info/programs/e-snaps/guides/coc-program-competition-resources/#general-resources

   There are several steps to this process. Each applicant must 1) register for esnaps, 2) create an applicant profile, 3) register for the funding opportunity, 4) create a project, and 5) complete the submission. **Do NOT wait until the last minute to begin this process.** Please note that all Project Applicants must have a DUNS number and an active SAM registration. **All renewal applicants should ensure that their uploaded forms are signed within the date range of May 1, 2018 and September 18, 2018.** More information about these issues can be found through the links above.

3. Export and save the project application to a PDF file.

4. Email the PDF of the project application plus the following attachments to mach@midalhomeless.org **by Friday, August 17, 2018. Late applications will lose points in the review process.**
    a. Supplementary report (see instructions on next page)
    b. Most recent HUD APR (Renewals only: If you have not officially submitted an APR due to the HUD technical delay, please submit a copy of the APR report from HMIS.)
    c. IRS 501c3 letter or other documentation of non-profit status
    d. Current list of board of directors with affiliations
    e. Most recent audit
    f. Most recent Form 990
    g. Proof of current SAM.gov registration

5. Agency representatives presenting the proposal to the Project Review Committee will be contacted prior to the meeting with instructions on how many hard copies to bring to the meeting.

Important Notes:

MACH reserves the right to request additional information from project applicants during the application and review process. The Project Review Committee will determine if any additional information is necessary.

Remember that all grants, new or renewal, are subject to the scrutiny outlined in the current NOFA which will include being put through the Ranking and Scoring process to determine ranking into Tier 1 or Tier 2. A complete, updated list of all objective criteria and past performance measures used in the ranking and scoring process will be posted on the MACH website.

**Direct any questions regarding MACH's CoC Competition Application Process to
MACH Executive Director Nancy Fitzpatrick at (334) 261-6182 or mach@midalhomeless.org.**

Supplementary Report
Each project application PDF must be accompanied by a supplementary report following the format below.

Name of Proposing Agency
Contact Person & Telephone Number
Project Title

1. **HUD's Policy Priorities**: Describe how the project addresses one or more of HUD's policy priorities listed in the CoC FY18 NOFA. Address which specialized populations the project will serve, if any (Chronic, Family, Youth, and/or Veterans).

2. **Participation in the Continuum of Care**: Describe the extent to which the agency has demonstrated an active commitment to and involvement in the Mid-Alabama Coalition for the Homeless CoC.

3. **Coordination of Services**: State how the proposed services are integrated into the overall community-based response to homelessness through the CoC. Describe the agency's use (or intended use) of the MACH Coordinated Entry system.

4. **Mainstream Resources**: Describe how the agency/program coordinates with mainstream resources for which program participants may be eligible. (Not applicable to HMIS projects)

5. **Agency Experience and Capacity**: State the experience of the agency in providing services to the homeless population and describe the capacity of the agency to manage the proposed project and federal grant funds. New applicants should describe past experience with other HUD or Federal funds.

6. **Participation in the Homeless Management Information System (HMIS)**: Describe the agency's intent to enter client data in the HMIS. For existing projects, include the current percentage of clients entered in HMIS for this project and the percent of universal data elements for clients entered. If there is a HUD exception to participation in HMIS that applies to your agency/clients, please describe the agency's use of a comparable database.

7. **Implementation**: Describe the ability of the agency to implement the project in a timely fashion.

8. **Appropriateness for Target Population**: Describe the project's target population and how the proposed housing units will meet the needs of the population. (Not applicable to HMIS projects)

9. **Housing First**: For Permanent Housing applications, describe how the agency/program uses a *Housing First* approach to prioritize rapid placement and stabilization in permanent housing. Specifically address 1) any service participation requirements or preconditions of the project, and the agency's reasoning for using these requirements, if any, and 2) how the project promotes participant choice. For Transitional Housing applications, discuss how the project is low barrier, works to move clients quickly to permanent housing, does not require participation in supportive services, and does not require any preconditions to moving into transitional housing. (Not applicable to HMIS projects)

10. **Chronic Homelessness**: Discuss how your agency prioritizes chronically homeless individuals and families for its programs in accordance with HUD's Notice CPD 14-012 and MACH's CoC Written Standards. (Not applicable to Domestic Violence TH or HMIS projects)

11. **Match and Leveraging**: Describe the agency's ability to provide the required matching funds and any additional leveraging funds the agency can commit to the project. Leverage is expected to be provided at a ratio of 2:1 or greater. Please list specific sources of match and leverage.

12. **Agreement to Pay HUD Grantee Dues/Fees**: Indicate the agency's willingness to pay a designated percentage of the grant award with non-grant funds to the Mid-Alabama Coalition for the Homeless (MACH) for costs associated with operating MACH as the Continuum of Care.

Additional Questions for Renewals Only: In addition, all proposals for renewal grants will need to complete the following questions shown below for each renewal grant proposed. PLEASE NOTE: Submit data for the most recently ended grant period, even if the APR has not yet been submitted to HUD. This information should be available through HMIS. (#13-18, & #21 are not applicable to HMIS projects)

13. **Participant Eligibility**: Discuss the program's participant eligibility in relation to the HUD definition of homelessness and the records the agency keeps to determine eligibility.

14. **Bed/Unit Utilization**: List Bed/Unit utilization rates for most recent APR period. If a project's bed utilization rate was less than 80% during any quarter of the last fiscal year, explain why the rate has fallen below 80% and what has been done to remedy the issue.

15. **Permanent Housing Destinations**: List the percentage of program participants leaving the program who exited to permanent housing destinations.

16. **Income**: List the percentage of all program participants, both stayers and leavers, who have maintained and/or increased employment and/or non-employment income since program entry. List the percentage of leavers who have mainstream (non-cash) benefits at program exit.

17. **Risk of Violence**: Discuss how well the program participants report a higher feeling of safety or self-determination and/or lower risk of violence upon program exit. (Domestic Violence TH projects only)

18. **Best Practices**: Discuss how the project implements trauma-informed practices. (Domestic Violence TH projects only)

19. **Last HUD Monitoring Report**: List findings for last HUD monitoring visit or attach the monitoring report. List actions to correct any HUD finding requiring corrective actions. If the project has not received a monitoring visit by HUD, then state: No Report

20. **Drawdowns**: List the dates of drawdowns for the current renewal grant.

21. **Funds Returned**: List the amount of funds returned to HUD for previous renewal grants that expired in each year for 2014-2017 and any funds expected to be returned in the current grant year.

22. **Rate of Expenditure for Last APR Year**
    1. Annual Period: (Month/Day/Year through Month/Day/Year)
    2. Annual HUD award for APR period above: $
    3. Total HUD funds expended for APR period above:
    4. % of Funds Expended: (Divide item 3 by item 4 times 100)

23. **APR Period Information & Cost Effectiveness Data**
    1. Annual Period: (Month/Day/Year through Month/Day/Year)
    2. Total # of Individual and/or Family Housing Units Available:
    3. Annual capacity for occupancy possible: (Item 2 times 365)
    4. Actual occupied unit days of services: (Total number of occupied unit days of service)
    5. Annual % of Capacity: (Divide item 3 by item 4 times 100)

Mid-Alabama Coalition for the Homeless
FY2018 Continuum of Care Homeless Assistance Program
Project Review Schedule

July 19, 2018	Request for Project Applications issued.
August 18, 2018	Agencies must contact Nancy Fitzpatrick, Executive Director at mach@midalhomeless.org to schedule a time to present before the Project Review Committee.
August 18, 2018 5pm CST – **Late applications will lose points.**	Project applications due in esnaps, and a PDF version plus attachments due to Nancy Fitzpatrick via email at mach@midalhomeless.org.
Late-August 2018	Agencies present projects to the Project Review Committee. Project Review Committee submits rankings and any recommendations for reallocation to CoC Board for final vote.
On or before August 31, 2018	Applicants will be notified of selection or denial.
September 9, 2018	Corrections or adjustments to project applications in esnaps that arise during the review process must be made.
September 18, 2018	Deadline for final grant submission to HUD by CoC.

AL-504 Process for Reallocation

The CoC's process for reallocation is addressed on page 2 of the *CoC Rating and Review Procedure* in the *New Projects* section. The Project Review Committee is empowered to recommend any decision to reduce or eliminate renewal projects and reallocate the funds into new projects, and the CoC Board has the final approval on the recommendations.

The Continuum of Care did not reject any new or renewal project application in the FY16 competition. The CoC did not receive any new project applications to be funded with reallocated funds. The CoC did proactively reach out to current and new grantees to inquire about new projects, but there were no agencies willing and able at the time of application to take on new federal funding.

The CoC did reallocate a low-performing project in the FY15 competition, but the new projects that were ranked as a result of the reallocation did not receive Tier 2 funding. The CoC effectively lost that funding and no longer has any projects that are operating a low enough level to warrant reallocation. The CoC's Project Review Committee scores each application and assigns a total number of points. The points are converted into percentages for comparison among the projects. The project application scores ranged from a high of 101% to a low of 84.5%. As is evident by these scores, the CoC is confident that all of its agencies are operating at a high level and will continue to do so in the next grant period.

1E-5. NOTIFICATIONS OUTSIDE E-SNAPS – PROJECTS ACCEPTED

Reply   Reply All   Forward

Thu 9/6/2018 3:15 AM

Nancy Fitzpatrick <nancy@midalhomeless.org>

Fwd: 2018 CoC Program Competition Project Priority Listing

To   cdekruyff

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Proposed FY18 AL-504 CoC Priority Listing.pdf
123 KB

============ Forwarded message ============
From : Nancy Fitzpatrick <nancy@midalhomeless.org>
To : "ncook"<ncook@lighthousehelp.com>
Date : Thu, 30 Aug 2018 09:19:52 -0500
Subject : 2018 CoC Program Competition Project Priority Listing
============ Forwarded message ============

Good morning Mr. Cook,

The Board of Directors of the Mid-Alabama Coalition for the Homeless has voted to approve the proposed project priority listing submitted to them by the 2018 MACH CoC Program Competition Project Review Committee. The priority listing is attached. Please review it for the rank for your project and which tier it is in. This priority listing will be posted on the MACH website.

Also, you will receive an email by or before Tuesday, 9/4 with notes on any needed corrections to be made to your project applications. We will also amend them to you through esnaps at that time, so you will have access to the application to make the necessary corrections.

Corrections will need to be resubmitted by Friday, 9/7.

Please see the attached listing, and thank you for your cooperation!

Synchronizing 'MACH'   Preparing to send/receive...   Connected   —   +   100

Reply Reply All Forward

Thu 9/6/2018 3:14 AM

Nancy Fitzpatrick <nancy@midalhomeless.org>

Fwd: 2018 CoC Program Competition Project Priority Listing

To   cdekruyff

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

PDF Proposed FY18 AL-504 CoC Priority Listing.pdf
     123 KB

Forwarded message

From : Nancy Fitzpatrick <nancy@midalhomeless.org>
To : "phall"<phall@mamha.org>
Cc : "scarlisle"<scarlisle@mamha.org>
Date : Thu, 30 Aug 2018 09:18:45 -0500
Subject : 2018 CoC Program Competition Project Priority Listing

Forwarded message

Good morning Ms. Hall,

The Board of Directors of the Mid-Alabama Coalition for the Homeless has voted to approve the proposed project priority listing submitted to them by the 2018 MACH CoC Program Competition Project Review Committee. The priority listing is attached. Please review it for the rank for your project and which tier it is in. This priority listing will be posted on the MACH website.

Also, you will receive an email by or before Tuesday, 9/4 with notes on any needed corrections to be made to your project applications. We will also amend them to you through esnaps at that time, so you will have access to the application to make the necessary corrections.

Corrections will need to be resubmitted by Friday, 9/7.

Please see the attached listing, and thank you for your cooperation!

Reply | Reply All | Forward

Thu 9/6/2018 3:14 AM

Nancy Fitzpatrick <nancy@midalhomeless.org>

Fwd: 2018 CoC Program Competition Project Priority Listing

To   cdekruyff

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

PDF Proposed FY18 AL-504 CoC Priority Listing.pdf
      123 KB

============= Forwarded message =============

From : Nancy Fitzpatrick <nancy@midalhomeless.org>
To : "Nancy Fitzpatrick(Nancy)"<nancy@midalhomeless.org>
Cc : "Mid-Alabama Coalition for the Homeless"<mach@midalhomeless.org>
Date : Thu, 30 Aug 2018 09:17:23 -0500
Subject : 2018 CoC Program Competition Project Priority Listing

============= Forwarded message =============

Good morning Ms. Fitzpatrick,

The Board of Directors of the Mid-Alabama Coalition for the Homeless has voted to approve the proposed project priority listing submitted to them by the 2018 MACH CoC Program Competition Project Review Committee. The priority listing is attached. Please review it for the rank for your project and which tier it is in. This priority listing will be posted on the MACH website.

Also, you will receive an email by or before Tuesday, 9/4 with notes on any needed corrections to be made to your project applications. We will also amend them to you through esnaps at that time, so you will have access to the application to make the necessary corrections.

Corrections will need to be resubmitted by Friday, 9/7.

Please see the attached listing, and thank you for your cooperation!

Reply Reply All Forward

Thu 9/6/2018 3:13 AM

Nancy Fitzpatrick <nancy@midalhomeless.org>

Fwd: 2018 CoC Program Competition Project Priority Listing

To   cdekruyff

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Proposed FY18 AL-504 CoC Priority Listing.pdf
123 KB

From : Nancy Fitzpatrick <nancy@midalhomeless.org>
To : "tcooper"<tcooper@handsonriverregion.org>
Date : Thu, 30 Aug 2018 09:16:12 -0500
Subject : 2018 CoC Program Competition Project Priority Listing
============ Forwarded message ============

Good morning Ms. Cooper,

The Board of Directors of the Mid-Alabama Coalition for the Homeless has voted to approve the proposed project priority listing submitted to them by the 2018 MACH CoC Program Competition Project Review Committee. The priority listing is attached. Please review it for the rank for your project and which tier it is in. This priority listing will be posted on the MACH website.

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Corrections will need to be resubmitted by Friday, 9/7.

Please see the attached listing, and thank you for your cooperation!

Reply Reply All Forward

Thu 9/6/2018 3:13 AM

Nancy Fitzpatrick <nancy@midalhomeless.org>

Fwd: 2018 CoC Program Competition Project Priority Listing

To   cdekruyff

ⓘ Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

📄 Proposed FY18 AL-504 CoC Priority Listing.pdf
123 KB

From : Nancy Fitzpatrick <nancy@midalhomeless.org>
To : "tayknight"<tayknight@familysunshine.org>
Cc : "cwatts"<cwatts@familysunshine.org>
Date : Thu, 30 Aug 2018 09:14:48 -0500
Subject : 2018 CoC Program Competition Project Priority Listing
Forwarded message

Good morning Ms. Knight,

The Board of Directors of the Mid-Alabama Coalition for the Homeless has voted to approve the proposed project priority listing submitted to them by the 2018 MACH CoC Program Competition Project Review Committee. The priority listing is attached. Please review it for the rank for your project and which tier it is in. This priority listing will be posted on the MACH website.

Also, you will receive an email by or before Tuesday, 9/4 with notes on any needed corrections to be made to your project applications. We will also amend them to you through esnaps at that time, so you will have access to the application to make the necessary corrections.

Corrections will need to be resubmitted by Friday, 9/7.

Please see the attached listing, and thank you for your cooperation!

Mid-Alabama Coalition for the Homeless
AL-504 Montgomery City County CoC
FY18 Competition Project Priority Listings

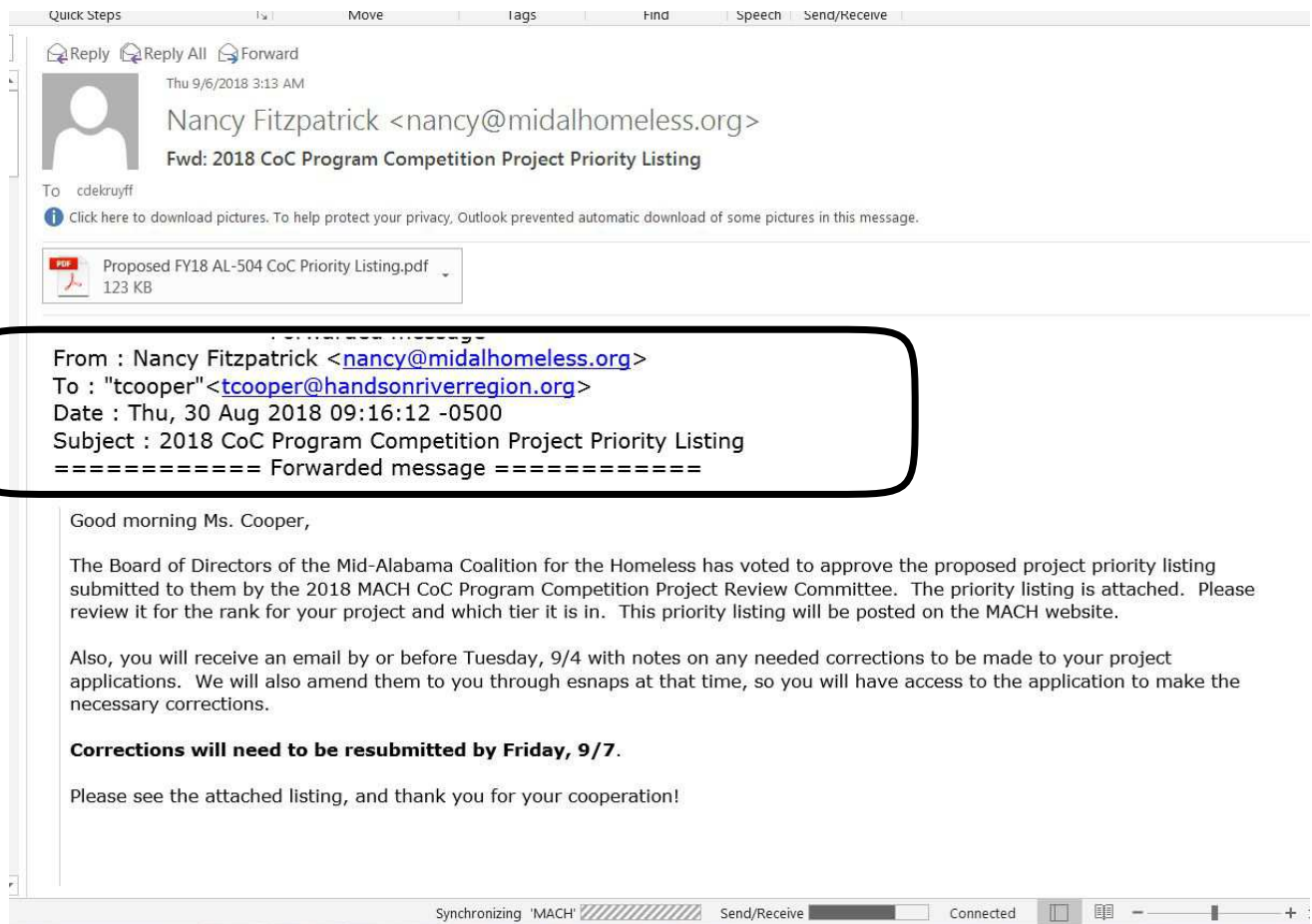| Rank	Applicant Name	Project Name	Expiring Grant #	Project Type	Amount Requested	Amount Ranked	Running Total	
1	HandsOn River Region	HMIS Project Link	AL0051L4C041710	HMIS	$71,667	$71,667	$71,667	
2	Montgomery Area Family Violence Program, Inc.	Phase I Transitional Housing Program for Family Violence Victims	AL0054L4C041710	TH	$167,788	$167,788	$239,455	
3	Montgomery Area Family Violence Program, Inc.	Joint Rapid Rehousing and Transitional Housing (Phase II) for Victims of Domestic Violence	AL0160L4C041700	Joint TH/PH-RRH	$124,325	$124,325	$363,780	
4	Montgomery Area Family Violence Program, Inc.	Joint Rapid Rehousing and Transitional Housing (Phase II) for Victims of Domestic Violence - Expansion	New	Joint TH/PH-RRH	$58,110	$58,110	$421,890	
5	Mid-Alabama Coalition for the Homeless	MACH Coordinated Assessment Network (MACH C.A.N.) - SSO-CE	New	SSO-CE	$59,424	$59,424	$481,314	
6	Montgomery Area Mental Health Authority	525 - Supportive Housing for Persons with Dual Diagnosis	AL0059L4C041710	PH	$885,115	$885,115	$1,366,429	
7	Lighthouse Counseling Center, Inc.	Genesis	AL0060L4C041710	PH	$148,277	$148,277	$1,514,706	
8	Lighthouse Counseling Center, Inc.	LIFE - Tier 1 Part	AL0053L4C041710	PH	$616,702	437,314	$1,952,020	Tier 1
9	Lighthouse Counseling Center, Inc.	LIFE - Tier 2 Part	AL0053L4C041710	PH	$616,702	118,258	$2,070,278	Tier 2
NR	Mid-Alabama Coalition for the Homeless	FY18 CoC Planning Grant			$59,129			

Renewal Amt Available	$1,970,964
Bonus	$117,534
Total Amount for Ranking	$2,088,498
Tier 1	$1,852,706
Tier 2	$118,258
CoC Planning	$59,129

Mid-Alabama Coalition for the Homeless
AL-504 Montgomery City County CoC
FY18 Competition Project Priority Listings

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2	Montgomery Area Family Violence Program, Inc.	Phase I Transitional Housing Program for Family Violence Victims	AL0054L4C041710	TH	$167,788	$167,788	$239,455	
3	Montgomery Area Family Violence Program, Inc.	Joint Rapid Rehousing and Transitional Housing (Phase II) for Victims of Domestic Violence	AL0160L4C041700	Joint TH/PH-RRH	$124,325	$124,325	$363,780	
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5	Mid-Alabama Coalition for the Homeless	MACH Coordinated Assessment Network (MACH C.A.N.) - SSO-CE	New	SSO-CE	$59,424	$59,424	$481,314	
6	Montgomery Area Mental Health Authority	525 - Supportive Housing for Persons with Dual Diagnosis	AL0059L4C041710	PH	$885,115	$885,115	$1,366,429	
7	Lighthouse Counseling Center, Inc.	Genesis	AL0060L4C041710	PH	$148,277	$148,277	$1,514,706	
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CoC Planning		$59,129

MACH
Mid-Alabama Coalition for the Homeless

Home | About Us | Programs & Events | Donate | Contact Us | **Get Help**

The Mid-Alabama Coalition for the Homeless (MACH) is the HUD-designated Continuum of Care for a five-county region in central Alabama (Montgomery, Autauga, Bullock, Elmore, & Lowndes counties). The Continuum of Care (CoC) is HUD's local planning process, which requires that each community use a single comprehensive planning process when applying for HUD funding. The CoC evaluates community needs and makes plans to deliver housing and services to meet those needs. Local agencies receive over $2 million annually through this funding process.

A Continuum of Care system offers all of the various types of services that a person or family experiencing homelessness may need. Different clients enter and exit the system in different ways and move among agencies and services as their needs require. The diagram below demonstrates the types of services available in our area and how clients may use them.

Outreach/Intake/Assessment → Emergency Shelter → Transitional Housing → Permanent Housing / Permanent Supportive Housing → Supportive Services → Homelessness Prevention

Outreach/Intake/Assessment – Programs that engage those experiencing homelessness in order to identify service and housing needs and provide links to the appropriate level of both.

Emergency Shelter – An immediate, safe alternative to sleeping on the streets. Most emergency shelters have a limit on the amount of time a client can stay.

Transitional Housing – Housing with supportive services to allow for the development of skills that will be needed once permanently housed. Transitional housing stays are typically longer than emergency shelter stays.

Permanent Housing – Affordable rental or owned housing for an individual or family who has moved out of homelessness.

Annual HUD CoC Competition

Agencies are invited to submit applications for funding under the HUD NOFA for the FY2018 Continuum of Care Program Competition. Use the information found on the following links to prepare and submit an application by Friday, August 18, 2018. Check this page regularly for updates. Information will be posted as available.

2018 HUD CoC Competition Resources

MACH CoC Written Standards

2018 Application Process

Blank Project Application Templates

2018 MACH Project Rating Scale

FY18 MACH Project Priority Listings

FY17 CoC Priority Listings - HUD Version

2017 CoC Consolidated Application

Mid-Alabama Coalition for the Homeless
AL-504 Montgomery City County CoC
FY18 Competition Project Priority Listings

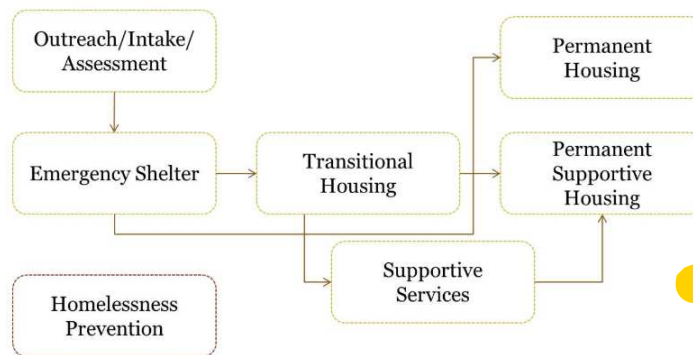| Rank	Applicant Name	Project Name	Expiring Grant #	Project Type	Amount Requested	Amount Ranked	Running Total	
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7	Lighthouse Counseling Center, Inc.	Genesis	AL0060L4C041710	PH	$148,277	$148,277	$1,514,706	
8	Lighthouse Counseling Center, Inc.	LIFE - Tier 1 Part	AL0053L4C041710	PH	$616,702	437,314	$1,952,020	Tier 1
9	Lighthouse Counseling Center, Inc.	LIFE - Tier 2 Part	AL0053L4C041710	PH	$616,702	118,258	$2,070,278	Tier 2
NR	Mid-Alabama Coalition for the Homeless	FY18 CoC Planning Grant			$59,129			

Renewal Amt Available	$1,970,964
Bonus	$117,534
Total Amount for Ranking	$2,088,498
Tier 1	$1,852,706
Tier 2	$118,258
CoC Planning	$59,129

1E-5 Public Posting- Local Competition Deadline

A Continuum of Care system offers all of the various types of services that a person or family experiencing homelessness may need. Different clients enter and exit the system in different ways and move among agencies and services as their needs require. The diagram below demonstrates the types of services available in our area and how clients may use them.

Outreach/Intake/Assessment – Programs that engage those experiencing homelessness in order to identify service and housing needs and provide links to the appropriate level of both.

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Transitional Housing – Housing with supportive services to allow for the development of skills that will be needed once permanently housed. Transitional housing stays are typically longer than emergency shelter stays.

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applications for funding under the HUD NOFA for the FY2018 Continuum of Care Program Competition. Use the information found on the following links to prepare and submit an application by Friday, August 18, 2018. Check this page regularly for updates. Information will be posted as available.

2018 HUD CoC Competition Resources

MACH CoC Written Standards

2018 Application Process

Blank Project Application Templates

2018 MACH Project Rating Scale

FY18 MACH Project Priority Listings

FY17 CoC Priority Listings - HUD Version

2017 CoC Consolidated Application

MACH
Mid-Alabama Coalition for the Homeless

2018 HUD Continuum of Care Program Competition
Application Process

Please read the instructions carefully.

Agencies within MACH's service area of Montgomery, Autauga, Bullock, Elmore and Lowndes counties are invited to submit applications for funding under the HUD NOFA for the FY18 Continuum of Care Program Competition. Any agency interested in applying should follow the instructions below to prepare Project Application for a time-limited presentation to the Project Review Committee. The presentation session will also include time for questions and answers to enable the committee members to make an informed assessment of the proposed projects. The project review committee will meet in mid-September.

If your agency plans to submit a proposal, you MUST contact Nancy Fitzpatrick at mach@midalhomeless.org, no later than Friday, August 17, 2018, to schedule a time to present to the Project Review Committee.

Application materials are due on Friday, August 17, 2018 by 5pm CST. Late applications will result in lost points.

The review committee will present its recommendation regarding the projects and priority ranking to the MACH Board for its approval, and agencies will be notified of a **final decision on or before August 31, 2018.**

Available Funding

MACH is the Collaborative Applicant for the AL-504 Continuum of Care. The HUD-approved Annual Renewal Demand (ARD) for AL-504 is $1,970,964. HUD is continuing its two-tier funding process for the FY18 Competition. CoC's are required to rank all projects, except the CoC planning project which

Email sent to renewal projects:

============ Forwarded message ============
From : Nancy Fitzpatrick<nancy@midalhomeless.org>
To : "phall"<phall@mamha.org>,"tayknight"<tayknight@familysunshine.org>,"ncook"<ncook@lighthousehelp.com>,"tcooper"<tcooper@handsonriverregion.org>
Cc : "AWILDER"<awilder@mamha.org>,"'Grants Group'"<grants@familysunshine.org>,"James Talton"<jtalton@lighthousehelp.com>,"Breonna Walker"<breonna@midalhomeless.org>
Date : Thu, 19 Jul 2018 00:38:19 -0500
Subject : FY 2018 HUD Continuum of Care Program Competition
============ Forwarded message ============

Dear FY 2017 MACH CoC Program Competition Award Recipients:

The FY 2018 MACH CoC Program Competition is now open! Please see correspondence below. The link to competition resources can be found on the MACH website through the link below.

Thank you!

CoC Name: **AL-504 Mid Alabama Coalition for the Homeless**

CoC Subcommittee/ Working Group Name: **HMIS/Data Collection Committee**

HMIS Lead/ Grantee Name: **The Volunteer & Information Center, DBA HandsOn River Regio**

Governance Area:

Responsible Entity:

GOVERNANCE AREA	RESPONSIBLE ENTITY				
I. Planning & Software Selection	**CoC**	**HMIS Grantee/ Lead Org.**	**HMIS Committee**	**Participating Agency(ies)**	**Other: e.g. Ken (IT), PromisAL**
a. HMIS Planning and Strategic Activities - Insures that activities related to HMIS growth and use are developed, reviewed regularly, and in accordance with the CoC's goals.	X	X			
b. HMIS Program Milestones Development – Identifies general milestones for project management, including training, expanded system functionality, etc.	X	X	X		
c. Universal Data Elements – Ensures that the HMIS is able to manage the collection of each data variable and corresponding response categories for the Universal Date Elements as outlined in the HMIS Data and Technical Standards.		X			
d. Program-Specific Data Elements – Ensures that the HMIS is able to manage the collection of each data variable and corresponding response categories for the Program-specific data elements as outlined in the HMIS Data and Technical Standards.		X			
e. Unduplicated Client Records -Ensures the HMIS is able to generate a summary report of the number of unduplicated client records that have been entered into the HMIS.		X			
f. APR Reporting - Ensures the HMIS is consistently able to produce a reliable APR.		X			
g. HMIS Reports - Ensures the HMIS generates other clients served, utilization summary, and demographic reports both at the system and program levels for purposes of understanding the nature and extent of homelessness in the CoC.		X			
II. HMIS Management & Operations -- Governance & Management	**CoC**	**HMIS Grantee/ Lead Org.**	**HMIS Committee**	**Participating Agency(ies)**	**Other: e.g. Ken (IT), PromisAL**
a. HMIS Governance Structure – Ensures an HMIS governance model is developed and formally documented between the HMIS Lead Agency/grantee and the community planning body(ies). Ensures that a formal agreement that outlines management processes, responsibilities, decision-making structures, and oversight of the HMIS project has been executed (as evidenced by a Memorandum of Understanding, Letter of Agreement, or similar such documentation). Regularly monitors the HMIS Lead/Grantee and the CoC HMIS Oversight entity on adherence to the agreement.		X			**PromisAL**
b. HMIS Oversight Inclusive Participation – Insures membership of the HMIS steering committee or advisory board is inclusive of decision makers representing the CoC and community.	X	X	X		
c. HMIS Technical Support - Provides technical expertise commensurate with the general HMIS program oversight; provides timely support on high level technical matters; reviews and authorizes HMIS Software changes in response to the changing requirements of participating agencies; and, generally reviews and authorizes special issues brought to it by participating agencies.		X			**Ken/ PromisAL**
d. HMIS Software Technical Support – Provides technical expertise commen-surate with the requirements of the HMIS software and/or system; provides timely support on software technical matters; is responsible for implementation of authorized changes to the HMIS software and processes; and, generally implements resolutions to any special issues authorized by the HMIS Technical Support Entity within the software and/or overall system.		X			**Ken**
e. HMIS IT Issue Tracking – Maintains a regularly updated list of HMIS system service requests, activities, deliverables, and resolutions.		X			**Ken**
f. HMIS IT Issue Monitoring (Community Level) - Regularly reviews HMIS System service requests, activities, deliverables and resolutions. Provides authoritative support when necessary to expedite IT issue resolution.		X			**Ken**
g. HMIS Staff Organization Chart – Maintains a current and accurate organization chart that clearly identifies all team members, roles and responsibilities, and general work activities/functions. Organization chart is		X			

II. HMIS Management & Operations -- Governance & Management (cont'd)	CoC	HMIS Grantee/ Lead Org.	HMIS Committee	Participating Agency(ies)	Other: e.g. Ken (IT), PromisAL
h. HMIS Software Training - provides regular training on software usage, software and data security, and data entry techniques to participating agencies. Develops, updates, and disseminates data entry tools and training materials. Monitors and insures system and program security.		X			
i. HMIS User Feedback – Manages and maintains mechanisms for soliciting, collecting, and analyzing feedback from end users, program managers, agency executive directors, and homeless persons. Feedback includes impressions of operational milestones and progress, system functionality, and general HMIS operations. Examples of feedback include satisfaction surveys, questionnaires, and focus groups.		X		X	
j. System Operation and Maintenance - Responsible for the day-to-day operation and maintenance of the HMIS System.		X			**PromisAL**

III. HMIS Management & Operations - Compliance Monitoring	CoC	HMIS Grantee/ Lead Org.	HMIS Committee	Participating Agency(ies)	Other: e.g. Ken (IT), PromisAL
a. HMIS Management Issues - Insures that the HMIS is managed in accordance with CoC policies, protocols, and goals.		X			**PromisAL**
b. HMIS Program Milestones Monitoring - Monitors milestones, notes variances, and reports variances to CoC membership.		X	X		
c. Agency and Program HMIS Participation – Regularly monitors program- and agency-level participation in HMIS via comparison of point-in-time census of beds/slots versus clients served, and reports findings to CoC on a regular basis. Evidence of monitoring reports are available for review.		X			
d. AHAR Participation – Ensures participation in the AHAR (Annual Homeless Assessment Report).	X	X			
e. Client Consent - Ensures the completion and documentation of client consent, as appropriate per the CoC's Client Consent Policies and Protocols.		X		X	
f. Data and System Security - Ensures adherence by agency staff with the HMIS data and system security protocols as outlined by the CoC and the HUD HMIS Data and Technical Standards.	X	X		X	**PromisAL**

IV. HMIS Management & Operations - Data Quality	CoC	HMIS Grantee/ Lead Org.	HMIS Committee	Participating Agency(ies)	Other: e.g. Ken (IT), PromisAL
a. Data Quality Standards - Develops and enforces community-level data quality plan and standards.		X	X		
b. Universal Data Elements – Ensures the collection of each data variable and corresponding response categories on all clients served by McKinney Vento		X		X	
c. Program-Specific Data Elements – Ensures the collection of each data variable and corresponding response categories specific to their program type on all clients served by McKinney Vento funding.		X		X	
d. Data Quality Reports – Regularly runs and disseminates data quality reports **to participating programs** that indicate levels of data entry completion, consistency with program model, and timeliness as compared to the community data quality standards.		X			
e. Data Quality Reports – Provides technical assistance and training in response to data quality reports disseminated to participating programs that indicate levels of data entry completion, consistency with program model, and timeliness as compared to the community data quality standards.		X			
f. Data Quality Reports – Regularly runs and disseminates data quality reports **to the community planning entity** that indicate cross program levels of data entry completion, consistency with program model, and timeliness as compared to the community data quality standards.		X			
g. Data Quality Reports - **Regularly reviews data quality reports at community planning level** on data entry completion, consistency with program model, and timeliness as compared to the community data quality standards.	X	X	X		

V. HMIS Policy Development & Oversight	CoC	HMIS Grantee/ Lead Org.	HMIS Committee	Participating Agency(ies)	Other: e.g. Ken (IT), PromisAL
a. Client Confidentiality and Privacy Training - provides regular training on client confidentiality and privacy requirements to intake staff, data entry staff and reporting staff at participating agencies. Insures all agencies have sufficient privacy policies and protocols in place and being followed.		X			
b. Performance Measurement Training - provides regular training and guidance on program performance measurement.		X			
c. Community Planning Goals and Objectives Training - provides training and regularly reviews the progress of the Community Planning Goals and Objectives.		X			
d. Business Practices Training - provides training and guidance on business practices to support CoC and HMIS policies (CoC-specific protocols, ethics, strategies for communication, etc.).		X			
e. Program Funding Training and Orientation – All required HMIS participants (McKinney-Vento funded programs such as ESG, SHP, S+C, SRO, and HOPWA projects that target homeless) have received training and orientation on regulations pertaining to McKinney Vento funding regulations.		X			
f. Participating Agency Documentation – Maintains up-to-date documentation of the number of participating agencies (utilizing the system). A comparative analysis of planned versus actual deployments at the project level is highly desired but not compulsory.	X	X			

V. HMIS Policy Development & Oversight (cont'd)	CoC	HMIS Grantee/ Lead Org.	HMIS Committee	Participating Agency(ies)	Other: e.g. Ken (IT), PromisAL
g. Participation Rates – Regularly reviews and monitors the HMIS coverage rates of the CoC. If coverage rates have not achieved a 75% level of participation, can provide an explanation for the barriers to implementation at specific agencies. Ensures that ongoing engagement activities and barrier resolution are occurring with non- participating agencies.	X	X	X		
h. Participation Rates – Provides regular reports on HMIS participation rates to CoC Subcommittee. An analysis of agency-specific barriers with potential solutions is highly desired but not compulsory.		X			
i. Policies and Procedures - Ensures the existence and use of HMIS Policies and Procedures.	X	X			PromisAL
j. Agency Participation Agreement – Ensures and maintains written agreements with participating agencies that describes the protocols for participation in the HMIS.		X		X	
k. Data Sharing Agreements – Ensures and maintains written agreements with participating agencies who share client-level data that describes the level of data element or program information sharing among the data-sharing HMIS agencies.		X		X	
l. HMIS End-User Agreement – Ensures and maintains a written agreement with each authorized user of the HMIS that defines participation protocols, including training criteria, consent protocols, system use, and privacy and security standards.		X		X	
m. Client Consent – Ensures that the CoC and/or implementing jurisdiction geography of the HMIS grantee has a defined and documented client consent protocol for use as a baseline practice among all participating HMIS users.		X		X	PromisAL
n. Data Release – Ensures that the CoC and/or implementing jurisdiction geography of the HMIS grantee has a defined and documented HMIS data release protocol that governs release of all client information.		X			PromisAL

VI. Other Federal Requirements	CoC	HMIS Grantee/ Lead Org.	HMIS Committee	Participating Agency(ies)	Other: e.g. Ken (IT), PromisAL
a. Drug-Free Workplace – The HMIS Grantee has adopted a drug-free workplace policy. The policy is posted and available for review.		X			
b. Homeless Client Participation – At least one homeless person or formerly homeless person participates in policymaking. Participation can include but is not limited to governing board leadership, advisory committees, staff positions, and sub-committee representation.	X	X			
c. Conflict of Interest – The HMIS Grantee has adopted a conflict of interest policy for board members, staff, and volunteers. The policy is posted and available for review.		X			
d. Equal Opportunity and Non-Discrimination Policy – The HMIS Grantee has adopted an equal opportunity and non-discrimination policy, which is posted and available for review.		X			

Approved by MACH Board of Directors, January 23, 2014

Program Management Information Systems of the Southeast (PromisSE)

Homeless Management Information System (HMIS)

Operating Policy and Procedure

The purpose of the HMIS is to record and store client-level information about the numbers, characteristics and needs of persons who use homeless housing and supportive services, to produce an unduplicated count of homeless persons for each Continuum of Care; to understand the extent and nature of homelessness locally, regionally and nationally; and to understand patterns of service usage and measure the effectiveness of programs and systems of care. **The following operating policies and procedures apply to all designated HMIS participating Agencies (Contributing HMIS Organizations – CHOs).**

PRIVACY STATEMENT

One Roof, hereinafter referred to as the PromisSE's HMIS Lead Agency, is committed to making the HMIS safe for all types of programs in the PromisSE service area, the clients whose information is recorded, and to maximize the opportunities to improve services through automation.

Toward that end:

- Sharing is a planned activity guided by Participation Agreements between Continuum Designated HMIS Lead Agencies. The Continuum Designated HMIS Lead Agency may elect to keep private some or all of the client record, including all identifying data.

- All organizations will screen for safety issues related to the use of the automation.

- PromisSE's HMIS Lead Agency has systematized the risk assessment related to clients through the PromisSE Release, offered options in terms of the SS#, and in the Privacy Notice is explained.

- PromisSE's HMIS Lead Agency has adopted a Privacy Notice that was developed in close collaboration with those providers that manage information that may put a client at risk.

- PromisSE's HMIS Lead Agency System runs in compliance with HIPAA, and all Federal and State laws and codes. All privacy procedures are designed to ensure that the broadest range of providers may participate in the Project.
  Privacy Training is a requirement for all Agencies and End Users on the System.

- We view our Privacy Training as an opportunity for all participating organizations to revisit and improve their overall privacy practice.

- All those issued user access to the System must successfully complete HMIS training, which includes a privacy training module. End Users must also sign a User's Agreement, as well as a PromisSE HMIS Agency Participation Agreement. Taken together, these documents obligate participants to core privacy procedures. If Agencies decide to share information outside PromisSE, they must sign an agreement that defines sharing practice and prevents re-release of information.

- Policies have been developed that protect not only client's privacy, but also Agency's privacy. Practice

Principles around the use and publication of Agency or Continuum Designated HMIS Lead Agency specific data have been developed and included in both the Participation Agreement and the Policies and Procedures.

- The HMIS System allows programs with multiple components/locations that serve the same client to operate on the a single case plan, reducing the amount of staff and client's time spent in documentation activities and ensuring that care is coordinated and messages to clients are reinforced and consistent.

Key Terms and Acronyms:

Term	Acronym (if used)	Brief Definition
Homeless Management Information System	HMIS	Data systems that meet HUD requirements and are used throughout the nation to measure homelessness and the effectiveness of related service delivery systems. The HMIS is also the primary reporting tool for HUD homeless service grants as well as other public monies related to homelessness.
Continuum of Care	CoC	Planning body charged with guiding the local response to homelessness.
Balance of State CoCs	BOS	Areas that make up the "Balance of State".
Contributing HMIS Organizations	CHO	An organization that participates on the HMIS.
Participation Agreement		The Agreement between all participating Continuum Designated HMIS Lead Agencies and PromisSE's HMIS Lead Agency that specifies the rights and responsibilities of PromisSE's HMIS Lead Agency and participating Continuum Designated HMIS Lead Agencies. This document also outlines privacy, inter-Agency sharing, custody of data, data entry standards, and reporting standards. The Agreement prevents the re-release of data and, in combination with the PromisSE License Agreement, defines the rules of sharing. The Agreement between each Continuum Designated HMIS Lead Agency and PromisSE's HMIS Lead Agency that supports a regional HMIS operating in a single system environment.

PromisSE License Agreement		The Agreement signed by each end user and Agency manager that outlines guidelines for use including; individual privacy, Agency privacy and other PromisSE policy and procedure for use of the HMIS system. This document sets the standards of conduct for each HMIS user.
Release of Information	**ROI**	An electronic ROI must be completed to share or enter any person's data within the HMIS system.
Visibility		Refers to the ability to see a client's data between provider pages on the HMIS. Visibility is configured on the HMIS system in each Provider Page.
Visibility Groups		Visibility Groups are defined groups of Provider Pages where data is shared. Internal Visibility Groups control internal sharing.
Coverage Rate		For Continuum Designated HMIS Lead Agency - The percent of the Homeless Population that is measured on HMIS. Coverage estimates are used to project to a total homeless count that includes those served in Domestic Violence Providers or other non-participating Shelters or Outreach Programs. See HUD's Coverage Memo for guidance.HUD also defines Bed Coverage (beds covered on the HMIS) and Service Coverage (person coverage for non- residential programs).
Program Types		**HUD defines 9 basic Program Types**
		● ES: Emergency Shelter- Overnight shelters or shelters with a planned length of stay of less than 3 months. ● TH: Transitional Housing- Transitional environments that have a planned LOS of not more than 2 years and provide supportive services. ● PSH: Permanent Supportive Housing- Permanent Housing for the formerly homeless with services attached to persons served under this program. ● PH: Permanent Housing- Permanent housing that may be supported by a voucher but does not have services attached to the housing. ● RRH: Rapid Rehousing- A program that rapidly rehouses those

		that are identified as Literally Homeless. ● HP: Homeless Prevention- A program that helps persons at imminent risk of losing housing, to retain their housing. ● SOP: Street Outreach Program- A program that serves homeless persons who are living on the street or other places not meant for habitation. ● SSO: Services Only Program- A program that serves only with no residential component. These programs often provide case management and other forms of support and meet with clients in an office, at the household's home, or in a shelter. ● Safe Haven: A program that provides low-demand shelter for hard-to-serve persons with severe disabilities. The clients have often failed in other sheltering environments.
Length of Stay	LOS	The number of days between the beginning of services and the end of services. It is calculated using entry and exit dates or shelter stay dates. The HMIS offers calculations for discrete stays as well as the total stays across multiple sheltering events.
Point in Time Count	PIT	An annual count during the last ten days in January that is required for all Continuum Designated HMIS Lead Agencies. Every year, that count also includes an "unsheltered" or street count.
Housing Inventory Chart	HIC	All residential programs (both HMIS and non-participating) must specify the number of beds and units available to homeless persons. The numbers are logged into related Provider Pages where the corresponding person data is recorded (for participating programs).
SOAR	SOAR	Using the national "best practice" curriculum, SOAR ,, reduces the barriers and supports the application for Social Security Benefits for disabled homeless persons.
Homeless Definition		See Homeless Definition. Hearth defines 4 categories of homelessness. Not all programs can serve all categories and some may utilize a different definition when delivering services. PromisSE has adopted the HUD definition for counting the homeless. ● Category 1: Literally Homeless

		• Category 2: Imminent Risk of Homelessness • Category 3: Homeless under other Federal Statute • Category 4: Fleeing/Attempting to Flee DV
Projects for Assistance in Transition from Homelessness	**PATH**	PATH is funded by the Substance Abuse and Mental Health Services Administration (SAMHSA) administered by the Alabama Department of Mental Health. It provides services to mentally ill homeless people, primarily through street outreach, to link them to permanent community housing. This program has different reporting requirements than HUD funded programs and uses HMIS to collect this information.
Shelter Plus Care	**S+C**	Voucher system that provides Permanent Supportive Housing to disabled persons throughout the catchment area and reports to the HMIS.
Housing Opportunities for Persons with AIDS	**HOPWA**	Lead by AIDS Alabama, Inc. and provides housing assistance and related supportive services for persons with HIV/AIDS and family members who are homeless or at risk of homelessness. This program has different program reporting requirements than other HUD funded programs in this document.
Coordinated Intake and Assessment		Coordinated Intake and Assessment program ensures that our area has a single or multiple point(s) of entry as well as a no wrong door policy for homeless persons.
PromisSE Steering Committee		**Governing Entity** 1) The Steering Committee structure will be as follows: one voting seat will be provided to each local, participating HMIS Lead Agency and one voting seat will be provided to each local participating CoC. The Steering Committee can add non-voting advisory seats, as needed for additional partners and subject matter experts. 2) The Steering Committee will be responsible for the development and revision of the PromisAL Policies and

		Procedures and their enforcement, expansion of the implementation, determine the HMIS software for the state, determine the Statewide Lead HMIS Agency, and identify a HMIS Coordinator in addition to the Statewide Lead HMIS Agency to facilitate Bowman support.
		
		3) The Steering Committee will be meet at least quarterly with at least one meeting occurring in person.
		
		4) The Steering Committee will identify three officers to serve a one year term and they will be as follows:
		
		        a. The Steering Committee Chair will be responsible for calling and facilitating meetings, designating committees, and assigning committee duties.
		
		        b. The Steering Committee Vice-Chair will be responsible for assuming the duties of the Chair in the case the Chair is unable to fulfill them.
		
		        c. The Steering Committee Secretary will be responsible for maintaining minutes and documentation relating to the Steering Committee.

PromisSE HMIS Lead Agency		1) The Steering Committee will designate a PromisSE HMIS Lead Agency.
		
		2) The PromisSE HMIS Lead Agency will be responsible for ascertaining contractual obligations are fulfilled relating to the HMIS software:
		        a. Establishing a fee structure.
		
		        b. Invoicing participating Local CoCs.
		
		        c. Ordering End User licenses as requested by local HMIS Lead Agencies.

Policy Disclaimers and Updates

Operating Procedures defined in this document represent the minimum standards of participation in the HMIS System and general "best practice" operation procedures. Local Agencies, in coordination with their Continuum Designated HMIS Lead Agencies may include additional standards.

Operation Standards in this document are not intended to supersede grant specific requirements and operating procedures as required by funding entities. Path, HOPWA and VA providers have operating rules specific to HHS and VA.

The HMIS Operating Policies and Procedures are updated routinely as HUD publishes additional guidance or as part of the annual review. Updates will be reviewed by PromisSE's HMIS LEAD AGENCY administration. To allow for evolution of compliance standards without re-issuing core agreements, updated policies supersede related policies in previously published Policies and Procedures or Agreements. Any changes from the previous year will be highlighted. A current copy of the Policy and Procedures may also be found on the PromisSE's HMIS Lead Agency's Site: www.oneroofonline.org .

Agreements, Certifications, Licenses and Disclaimers:

1) Each Continuum Designated HMIS Lead Agency signs an **Agreement and Authorization** that designates the use of a Statewide HMIS Vendor and identifies the PromisSE's HMIS Lead Agency as the lead Agency for administration of the regional database. Each Continuum Designated HMIS Lead Agency will also collaborate with PromisSE's HMIS Lead Agency. PromisSE's HMIS Lead Agency is responsible for specific tasks. The Agreement and Authorization supports the ability for multiple jurisdictions to participate on a single HMIS information System.

2) PromisSE's HMIS Lead Agency will keep all Continuum Designated HMIS Lead Agency Partnership Agreements on file. Continuum Designated HMIS Lead Agencies will keep all PromisSE License Agreements

and Agency Participation Agreements on file. Training Certifications are kept by the Continuum Designated

HMIS Lead Agency, and partner Agencies are given a copy for reference and maintenance of their files.

3) All Continuum Designated HMIS Lead Agencies and Agencies must have fully executed, and be in

compliance with, the following Agreements and Policies:

a) Participation Agreement (See Appendix A for Agencies and Appendix L for Continuum Designated HMIS

Lead Agencies) governing the basic operating principles of the System and rules of membership.

b) A Board of Directors approved Confidentiality Policy governing the Privacy and Security standards for the

Agency or Continuum Designated HMIS Lead Agency.

c) User Agreement governing the individual's participation in the System.

d) Agency Administrator Agreement for Agencies (See Appendix B) or System Administrator Agreement for

Continuum Designated HMIS Lead Agencies (See Appendix M) governing the role and responsibility

thereof.

e) Security Officer Agreement (See Appendix C for Agencies or Appendix N for Continuum Designated

HMIS Lead Agencies) governing the role and responsibility thereof.

4) Continuum Designated HMIS Lead Agencies must have an assigned System Administrator. **The System**

Administrator:

a) Has completed, at minimum, System Admin training.

b) Ensures that all Agency End Users have signed User Agreements documents on file.

c) Ensures that all Agency Administrators have signed Agency Admin agreements on file.

d) Ensures that all Security Officers have signed Security Officer agreements on file.

e) Ensures that all End Users complete an annual End User Certification Test, which includes Privacy and

Security training.

f) Ensures that all End Users have completed workflow training and related updates, and have

documentation of training.

g) Ensures that the Continuum Designated HMIS Lead Agency is in compliance with the Continuum Designated HMIS Lead Agency Data Security standards.

h) Ensures that the Continuum Designated HMIS Lead Agency is in compliance with the PromisSE Policies and Procedures.

i) Ensures that all End Users have submitted a criminal background check.

5) Agencies must have an assigned Agency Administrator. **The Agency Administrator:**

a) Has completed, at minimum, general ClientPoint training.

b) Ensures that all Agency End Users have signed User Agreements documents on file.

c) Ensures that all End Users will complete an annual End User Certification Test, which includes Privacy and Security training.

d) Ensures that all End Users have completed workflow training and related updates, and have documentation of training.

e) Ensures that the Agency is in compliance with the Continuum Designated HMIS Lead Agency Data Security standards.

f) Ensures that the Agency is in compliance with the HMIS Policies and Procedures, has completed the Compliance Checklist (see Appendix D), and is responsible for returning it to the local Lead Agency System Administrator.

g) Ensures that all End Users have submitted a criminal background check to the local Lead Agency System Administrator.

Privacy and Security Plan:

All records entered into the HMIS and downloaded from the HMIS are required to be kept in a confidential and secure manner.

Oversight:

1) All Continuum Designated HMIS Lead Agencies must assign a System Security Officer. **The System Security Officer**:

    a) Ensures that all staff using the System complete annual privacy and security training. Training must be provided by PromisSE's HMIS Lead Agency and be based on the PromisSE Privacy and Security standards.

    b) Conducts an annual security review of the Continuum Designated HMIS Lead Agency that includes reviewing compliance with the Privacy and Security sections of this document. The Continuum Designated HMIS Lead Agency must document the findings of the review on the Privacy and Security Checklist (see Appendix E). The Agency must submit the findings to the Lead HMIS System Administrator no later than December 31st of each year.

    c) Notifies the Lead Agency System Administrator when a System Administrator leaves the organization or when revision of the user's access level is needed because of changes in job responsibilities. The notification must be made within 48 hours of the change.

    d) Reports any security or privacy incidents to the local Lead HMIS System Administrator for the Continuum Designated HMIS Lead Agency Jurisdiction. The System Administrator investigates the incident, including running applicable audit reports. If the System Administrator and Security Officer determine that a breach has occurred and/or the staff involved violated privacy or security guidelines, the System Administrator will report to the chair of the Continuum Designated HMIS Lead Agency. A Corrective Action Plan will be implemented. Components of the Plan must include, at minimum, supervision and retraining. It may also include removal of HMIS license, client notification if a breach has occurred, and any appropriate legal action.

2) All Agencies must assign a Security Officer. **The Security Officer**:

    a) Ensures that all staff using the System complete annual privacy and security training. Training must be

provided by the local System Administrator or designated staff and be based on the PromisSE Privacy and Security standards.

b) Conducts an annual security review of the Agency that includes reviewing compliance with the Privacy and Security sections of this document. The Agency must document the findings of the review on the Privacy and Security Checklist (see Appendix E). The Agency must submit the findings to the local Lead HMIS System Administrator no later than December 31st of each year.

c) Notifies the local Lead Agency System Administrator when a staff person leaves the organization or when revision of the user's access level is needed because of a change in job responsibilities. The notification must be made within 48 hours of the change.

d) Reports any security or privacy incidents to the local Lead HMIS System Administrator for the Continuum Designated HMIS Lead Agency Jurisdiction. The System Administrator investigates the incident, including running applicable audit reports. If the System Administrator and Security Officer determine that a breach has occurred and/or the staff involved violated privacy or security guidelines, the System Administrator will report to the chair of the Continuum Designated HMIS Lead Agency. A Corrective Action Plan will be implemented. Components of the Plan must include, at minimum, supervision and retraining. It may also include removal of HMIS license, client notification if a breach has occurred, and any appropriate legal action.

3) Criminal background checks must be completed on all End Users, and must be submitted to the local Lead Agency System Administrator prior to End Users gaining access to the System. For current End Users, the background check must be submitted on or before the date of the next End User Agreement (see Appendix F).

4) PromisSE's HMIS Lead Agency conducts routine audits to ensure compliance with the HMIS Policies and Procedures. The audit could include a mix of System and on-site reviews. PromisSE's HMIS Lead Agency will make recommendations for corrections as needed.

Privacy:

1) All Agencies and Continuum Designated HMIS Lead Agencies are required to have the **HUD Public Notice** (see Appendix H) posted and visible to clients where information is collected.

2) All Agencies and Continuum Designated HMIS Lead Agencies must have a **Privacy Notice** (see Appendix I). They may adopt the PromisSE sample notice or integrate the sample into their existing Notice. All Privacy Notices must define the uses and disclosures of data collected on HMIS including:

   a) The purpose for collection of client information.

   b) A brief description of Policies and Procedures governing privacy, including protections for vulnerable populations.

   c) Data collection, use and purpose limitations.   The Uses of Data must include de-identified data.

   d) The client right to copy/inspect/correct their record.

   e) The client complaint procedure.

   f) Notice to the consumer that the Privacy Notice may be updated over time and that the Privacy Notice applies to all client information held by the Agency or Continuum Designated HMIS Lead Agency.

3) All Notices must be posted on the Agency's or Continuum Designated HMIS Lead Agency's website.

4) All Agencies and Continuum Designated HMIS Lead Agencies are required to have a **Privacy Policy** (see Appendix J). Agencies and Continuum Designated HMIS Lead Agencies may elect to use the Sample Privacy Policy provided by PromisSE. All Privacy Policies must include:

   a) Procedures defined in the Agency's or Continuum Designated HMIS Lead Agency's Privacy Notice

   b) Protections afforded those with increased privacy risks such as protections for victims of domestic violence, dating violence, sexual assault, and stalking. At the Agency's or Continuum Designated HMIS Lead Agency's request, protection could include at minimum:

   i) Setting closed visibility so that only the serving Agency may see the record.

    ii)   The right to have a record marked as inactive.

    iii) The right to remove their record from the System.

c)   Security of hard copy files

d)   Policy covers client data generated from the HMIS

e)   Client Information Storage and Disposal

f)   Remote Access and Usage

g)   Use of Portable Storage (Significant Security Risk)

5) Agencies and Continuum Designated HMIS Lead Agencies must protect **hard copy data** that includes client identifying information from unauthorized viewing or access.

a)   Client files are locked in a drawer/file cabinet.

b)   Offices that contain files are locked when not occupied.

c)   Files are not left visible for unauthorized individuals.

6) Agencies and Continuum Designated HMIS Lead Agencies must have appropriate **Release(s) of Information**.

a)   The Agency or the Continuum Designated HMIS Lead Agency has adopted the PromisSE Release of Information (see Appendix G) as their Release.

b)   The Agency or the Continuum Designated HMIS Lead Agency can integrate the PromisSE Release of Information into their existing Releases.

7)   **Agencies and Continuum Designated HMIS Lead Agencies are required to maintain a culture that supports privacy**.

a)   Staff does not discuss client information in the presence of others without a need to know.

b)   Staff will eliminate unique client identifiers before releasing data to the public.

c)   The Agency configures intake workspaces that support privacy of client interaction and data entry.

d) User accounts and passwords are not shared between End Users, or left visible for others to see.

e) Program staff are educated to not save reports with client identifying data on portable media.

f) Staff are trained regarding appropriate use of email communication.

8) All staff using the System must complete an annual End User Certification Test, which includes Privacy and Security training. Certificates documenting completion of training must be stored for review upon audit.

9) Victim Service Providers are precluded from entering client level data on the HMIS or providing client identified data to the HMIS

Data Security:

1) All licensed End Users of the System must be assigned **Access Levels** that are consistent with their job responsibilities and their business "need to know".

2) All computers have **virus protection with automatic updates**.

a) System Administrators or designated staff are responsible for monitoring all computers that connect to the HMIS to ensure:

i) The Anti-Virus Software is using the up-to-date virus database.

ii) That updates are automatic.

iii) OS Updates are scheduled to run regularly.

3) All computers are protected by a Firewall.

a) System Administrators or designated staff are responsible for monitoring all computers that connect to the HMIS to ensure:

i) For Single Computers, the Software and Version is current.

ii) For Network Computers, the Firewall Model and Version is current.

      iii)   That updates are automatic.

4) Physical access to computers that connect to the HMIS is controlled.

    a) All workstations are in secured locations (locked offices).

    b) Workstations are logged off when not manned.

    c) All workstations are password protected.

    d) **All HMIS End Users are proscribed from using a computer that is available to the public or from accessing the System from a public location through an internet connection that is not secured.** That is, staff are not allowed to use Internet Cafes, Libraries, Airport Wi-Fi or other non-secure internet connections.

5) A plan for remote access if staff will be using the HMIS System outside of the office, such as doing entry from home. Concerns addressed in this plan should include the privacy surrounding the off-site entry.

    a) The computer and environment of data entry must meet all the standards defined above.

    b) Downloads from the computer may not include client identifying information.

    c) System access settings should reflect the job responsibilities of the person using the System. Certain access levels do not allow for downloads.

Remember that your information security is never better than the trustworthiness of the staff you license to use the System. The data at risk is your own and that of your sharing partners. If an accidental or purposeful breach occurs, you are required to notify the PromisSE's HMIS LEAD AGENCY immediately. A full accounting of access to the record can be completed.

Disaster Recovery Plan:

The HMIS can be a critically important tool in the response to catastrophic events. The HMIS data is housed in a secure server bank in Shreveport, LA with nightly off-site backup. This means that data is immediately available via Internet connection if the catastrophe is in the PromisSE implantation and can be restored within 4 hours if the catastrophe is in Louisiana.

1) HMIS Data System (see "Bowman Systems Securing Client Data" for a detailed description of data security

and Bowman's Disaster Response Plan):

a) PromisSE is required to maintain the highest level disaster recovery service by contracting with Bowman

    Systems for Disaster Recovery that includes:

    i)   Off site, out-of state, on a different Internet provider and on a separate electrical grid, backups of the

         application server via a secured Virtual Private Network (VPN) connection.

    ii) Near-Instantaneous backups of application site (no files older than 5 minutes)

    iii) Nightly off site replication of database in case of a primary data center failure.

    iv) Priority level response (ensures downtime will not exceed 4 hours).

2) Communication between staff of PromisSE's HMIS Lead Agency, the Continuum Designated HMIS Lead

    Agency, and the Agencies in the event of a disaster is a shared responsibility and will be based on location

    and type of disaster.

System Administration and Data Quality Plan:

1) **Provider Page Set-Up:**

    a) Provider Pages are appropriately named per the _____(CoC #) naming standards

        <CoC Name> - <Program Type>**<Agency name> - <Program Name>.**

        Example: "501AL-(TH)Housing First - Victory".

    b) Inactive Provider Pages are properly identified with "ZZZ"><Provider Page Name.

    c) Provider Pages maintained from CommunityPoint, but not used by the local Lead HMIS Agency, are

        properly identified with "Database Only" >Provider Page Name.

    d) HUD Data Standards are fully completed on all Provider Pages:

        i)   CoC code is set correctly.

        ii) Program type codes are set correctly.

        iii) Geocodes are set correctly.

iv) Bed and Unit Inventories are set for applicable residential programs.

e) The local Lead Agency System Administrator is responsible for setting up and maintaining Provider pages.

2) **Data Quality Plan:**

a) Continuum Designated HMIS Lead Agencies must require documentation at intake of the homeless status of clients according to the reporting and eligibility guidelines issued by HUD. The "order of priority" for obtaining evidence of homeless status are (1) third party documentation, (2) worker observations, and (3) certification from the person. Lack of third party documentation may not be used to refuse emergency shelter, outreach or domestic violence services. 100% of the clients must be entered into the System within 48 hours of Intake.

b) All staff are required to be trained on the definition of Homelessness.

   i) There is congruity between the following HMIS case record responses, based on the applicable homeless definition: (Is Client Homeless, Housing Status and Prior Living Situation are being properly completed).

c) Continuum Designated HMIS Lead Agency has a process to ensure the First and Last Names are spelled properly and the DOB is accurate.

   i) An ID is requested at intake to support proper spelling of the client's name and accurate recording of the DOB.

   ii) If no ID is available, staff will request the legal spelling of the client's name.

   iii) Programs that serve the chronic and higher risk populations are encouraged to use the Scan Card process within ServicePoint to improve un-duplication and to improve the efficiency of recording services.

d) Income and non-cash benefits are being updated at least annually and at exit for Emergency Shelters, and at least quarterly through Interim Reviews and Follow Up Reviews for all other program types.

e) Continuum Designated HMIS Lead Agencies have an organized exit process that includes:

    i) Clients and staff are educated on the importance of planning and communicating regarding discharge.

    ii) Discharge Destinations are properly mapped to the HUD Destination Categories.

    iii) There is congruity between discharge destination and Housing Status at exit.

    iv) There is a procedure for communicating exit information to the person responsible for data entry.

f) System Administrators will run data quality reports on a monthly basis, unless mandated at a higher rate by individual grant requirements.

    i) Report frequency for funded programs will be governed by Grant Agreements, HUD reporting cycles, and local Continuum Designated HMIS Lead Agency Standards. However, all programs will be reviewed and asked to make corrections at least monthly.

    ii) Data quality screening and correction activities must include the following:

        (1) Missing or inaccurate information in (red) Universal Data Element Fields.

        (2) Un-exited clients using the Length of Stay and Un-exited Client Data Quality Reports.

3) Workflow Requirements:

a) Assessments set in the Provider Page Configuration are appropriate for the funding stream.

b) End Users performing data entry have latest copies of the workflow guidance documents.

c) If using paper, the intake data collection forms correctly align with the workflow.

d) 100% of clients are entered into the System within 48 hours of intake.

e) Continuum Designated HMIS Lead Agencies are actively monitoring program participation and existing clients. Clients are exited within 30 days of last contact unless program guidelines specify otherwise.

f) All required program information is being collected.

    i) All HMIS participants are required to enter at minimum the Universal Data Elements as well as the program specific entry/exit form.

    ii)   Programs that serve over time are required to complete additional program elements as defined by the funding stream.

g) Data sharing is properly configured for sharing information internally between programs, including use of visibility groups.

h) External data sharing aligns with any local, state or Federal laws; including use of visibility groups.

4) **Electronic Data Exchanges:**

a) Agencies requesting the ability to import or export data from the HMIS must receive permission from the local Lead Agency before doing so.

b) Continuum Designated HMIS Lead Agencies may elect to participate in de-identified research data sets to support research and planning.

    i)   De-identification will involve the masking or removal of all identifying or potential identifying information such as the name, Unique Client ID, SS#, DOB, address, Agency name, and Agency location.

    ii) Geographic analysis will be restricted to prevent any data pools that are small enough to inadvertently identify a client by other characteristics or combination of characteristics.

    iii) Programs used to match and/or remove identifying information will not allow a re-identification process to occur. If retention of identifying information is maintained by a "trusted party" to allow for updates of an otherwise de-identified data set, the organization/person charged with retaining that data set will certify that they meet medical/behavioral health security standards and that all identifiers are kept strictly confidential and separate from the de-identified data set.

    iv) Continuum Designated HMIS Lead Agencies will be provided a description of each Study being implemented when including data from that Continuum Designated HMIS Lead Agency. Continuum Designated HMIS Lead Agencies may opt out of the Study through a written notice to the requesting Continuum Designated HMIS Lead Agency.

5) **Staff Training and Required Meetings:**

a)   All End Users are recertified through the End User Certification Test annually.

b)   All End Users participate in Workflow Training and Training Updates for their assigned Workflows.

c)   All End Users will receive the list of HUD Data Standards Universal Data Elements (see Appendix K).

**Continuum of Care
Program Management Information System Alabama
Participation Agreement Between
THE COC and**

_____

(**Name of Agency**)

This agreement is entered into on _____ (dd/mm/yy) between THE COC, hereafter known as THE COC, and _____
(Agency name), hereafter known as "Agency," regarding access and use of the CoC Program Management Information System South East, hereafter known as "*promisSE*."

I. Introduction
The *promisSE*, a shared human services database, allows authorized personnel at homeless and human service provider agencies throughout the participating regions of the Southeast enter, track, and report on information concerning their own clients and to share information, subject to appropriate inter-Agency agreements, on common clients.
*promisSE***'s** goals are to:
   • Improve coordinated care for and services to homeless persons in the state of Alabama.
   • Provide a user-friendly and high quality automated records System that expedites client intake procedures, improves referral accuracy, increases case management and administrative tools, creates a tool to follow demographic trends and service utilization patterns of families and individuals either currently experiencing or about to experience homelessness, and supports the collection of quality information that can be used for program improvement and service-planning.
   • Meet the reporting requirements of the U.S. Department of Housing and Urban Development (HUD) and other funders as needed.

In compliance with all State and Federal requirements regarding client confidentiality and data security, the *promisSE* is designed to collect and deliver timely, credible, quality data about services and homeless persons or persons at risk for being homeless. THE COC administers the *promisSE* through a contract with HUD.

II. COC Responsibilities
   1. THE COC will provide the Agency 24-hour access to the *promisSE* data-gathering System via internet connection, with which the Agency is responsible for maintaining connectivity.
   2. THE COC will provide model Privacy Notices, Client Release forms and other templates for agreements that may be adopted or adapted at the participating Agency.
   3. THE COC will provide both initial training and periodic updates to that training for core Agency staff regarding the use of the *promisSE*, with the expectation that the Agency will take responsibility for conveying this information to all Agency staff using the System.
   4. THE COC will provide basic user support and technical assistance (i.e., general trouble-shooting and assistance with standard report generation). Access to this basic technical assistance will normally be available from 8:30 AM. to 4:30 PM. on Monday through Friday (with the exclusion of holidays) and limited availability after regular hours.
   5. THE COC will not publish reports on client data that identify specific agencies or persons, without prior Agency (and where necessary, client) permission. Public reports otherwise published will be limited to presentation of aggregated data within the *promisSE* database.

III. AGENCY Responsibilities

1. The Agency will comply with the CoC Homeless Management Information System (HMIS) Operating Policy and Procedure.

2. The Agency will designate and staff one HMIS Agency Administrator who shall abide by the policies and procedures set out in the CoC Homeless Management Information System (HMIS) Operating Policy and Procedure.

3. The Agency will designate and staff one HMIS Security Officer who shall abide by the policies and procedures set out in the CoC Homeless Management Information System (HMIS) Operating Policy and Procedure.

4. The Agency will ensure that both initial training and periodic updates to that training for core Agency staff regarding the use of the *promisSE* is completed in accordance with the requirements set out in the CoC Homeless Management Information System (HMIS) Operating Policy and Procedure.

IV. Privacy and Confidentiality

A. Protection of Client Privacy

1. The Agency will comply with all applicable Federal and State laws regarding protection of client privacy.

2. The Agency will comply specifically with Federal confidentiality regulations as contained in the Code of Federal Regulations, 42 CFR Part 2, regarding disclosure of alcohol and/or drug abuse records. A general authorization for the release of medical or other information is NOT sufficient for this purpose. Member Agencies shall recognize that Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patients.

3. The Agency will comply specifically with the Health Insurance Portability and Accountability Act of 1996, 45 C.F.R., Parts 160 & 164, and corresponding regulations established by the U.S. Department of Health and Human Services.

4. The Agency will comply with all policies and procedures established by THE COC pertaining to protection of client privacy.

5. Each Member Agency will abide specifically by Alabama and Florida State Laws, which ingeneral terms, require an individual to be informed that any and all medical records she/he authorizes to be released, whether related to physical or mental health, may include information indicating the presence of a communicable or venereal disease. The Agency is required to inform the individual that these records may include, but are not limited to, the inclusion of information on diseases such as hepatitis, syphilis,   gonorrhea, tuberculosis, and HIV/AIDS.

6. Each Member Agency will abide specifically by local Mental Health Law. In general terms, this law prohibits agencies from releasing any information that would identify a person as a client of a mental health facility, unless client consent is granted.

B. Client Confidentiality

1. The Agency agrees to provide a copy of the THE COC Privacy Notice (or an acceptable Agency-specific alternative) to each client. The Agency will provide a verbal explanation of the *promisSE* and arrange for a qualified interpreter/translator in the event that an individual is not literate in English or has difficulty understanding the Privacy Notice or associated Consent Form(s).

2. The Agency will not solicit or enter information from clients into the *promisSE* database unless it is essential to provide services or conduct evaluation or research.

3. The Agency will not divulge any confidential information received from the *promisSE* to any organization or individual without proper written consent by the client, unless otherwise permitted by applicable regulations or laws.

4. The Agency will ensure that all persons who are issued an End User Identification and Password to the *promisSE* abide by this Participation Agreement, including all associated confidentiality provisions. The Agency will be responsible for oversight of its own related confidentiality requirements.

5. The Agency agrees that it will ensure that all persons issued an End User ID and Password complete a formal training on privacy and confidentiality, demonstrate mastery of that information, and sign a *promisSE* End User Agreement prior to activation of the End User License.

6. The Agency acknowledges that ensuring the confidentiality, security and privacy of any information downloaded from the System by the Agency is strictly the responsibility of the Agency.

C. Inter-Agency Sharing of Information

1. The Agency acknowledges that all forms provided by *promisSE* regarding client privacy and confidentiality are shared with the Agency as generally applicable models that may require specific modification in accord with Agency-specific rules. The Agency will review and revise (as necessary) all forms provided by *promisSE* to assure that they are in compliance with the laws, rules and regulations that govern its organization.

2. The Agency acknowledges that informed client consent is required before any basic identifying client information is shared with other Agencies in the System. The Agency will document client consent on the *promisSE* Client Release of Information Form.

3. If the client has given approval through a completed *promisSE* Client Release of Information Form, the Agency may elect to share information with other partnering agencies in *promisSE*.

4. The Agency will incorporate a *promisSE* release clause into its existing Agency Authorization for Release of Information Form(s) if the Agency intends to share restricted client data within the *promisSE*. Restricted information, including progress notes and psychotherapy notes about the diagnosis, treatment, or referrals related to a mental health disorder, drug or alcohol disorder, HIV/AIDS, and domestic violence concerns shall <u>not</u> be shared with other participating Agencies without the client's written, informed consent. Agencies with visibility set to "closed" may not share "closed" client information without the client's written, informed consent, as well as a fully executed inter-Agency "closed" data sharing agreement.

5. Agencies with which information is shared are each responsible for obtaining appropriate consent(s) before allowing further sharing of client records. Any sharing of "closed" data will be facilitated in the *promisSE* by the local System Administrator, and will be initiated after the System Administrator's receipt of the fully executed inter-Agency "closed" data sharing agreement.

6. The Agency acknowledges that the Agency itself bears primary responsibility for oversight of the sharing of all data it has collected via the *promisSE*.

7. The Agency agrees to place all Client Authorization for Release of Information forms related to the *promisSE* in a file to be located at the Agency's business address and that such forms will be made available to the THE COC for periodic audits. The Agency will retain these *promisSE*-related Authorizations for Release of Information forms for a period of **7** years, after which time the forms will be discarded in a manner that ensures client confidentiality is not compromised.

8. The Agency acknowledges that clients who choose not to authorize sharing of information cannot be denied services for which they would otherwise be eligible.

D. Custody of Data

Agency Participation Agreement

1. The Agency and THE COC understand that the Agency and THE COC as administrator are custodians – NOT owners - of the data.

2. In the event that the *promisSE* Project ceases to exist, Member Agencies will be notified and provided reasonable time to access and save client data on those served by the Agency, as well as statistical and frequency data from the entire System. Thereafter, the information collected on the centralized server will be purged or appropriately stored.

3. In the event that THE COC ceases to exist, the custodianship of the data within *promisSE* will be transferred to another authorized organization for continuing administration, and all *promisSE* Member Agencies will be informed in a timely manner.

V. Data Entry and Regular Use of *promisSE*

1. The Agency will not permit End User IDs and Passwords to be shared among End Users.

2. If a client has previously given the Agency permission to share information with multiple agencies (beyond basic identifying information and non-restricted service transactions), and then chooses to revoke that permission with regard to one or more of these agencies, the Agency will contact its partner Agency/agencies and explain that, at the client's request, portions of that client record will no longer be shared. The Agency will then "lock" those portions of the record impacted by the revocation to the other Agency or agencies.

3. If the Agency receives information that necessitates a client's information be entirely removed from the *promisSE*, the Agency will work with the client to complete a brief Delete Request Form, which will be sent to THE COC for de-activation of the client record.

4. The Agency will enter all minimum required data elements as defined for all persons who are participating in services funded by the U.S. Department of Housing and Urban Development (HUD) Supportive Housing Program, Shelter + Care Program, or HUD Emergency Shelter Grant Program.

5. The Agency will enter data in a consistent manner and will strive for real-time, or close to real-time, data entry.

6. The Agency will routinely review records it has entered in the *promisSE* for completeness and data accuracy. The review and data correction process will be made according to *promisSE*' published Data Quality Policies and Procedures.

7. The Agency will not knowingly enter inaccurate information into *promisSE*, with the exception of DV providers where Agency is permitted to input coded data into the System.

8. The Agency acknowledges that with a current standard *promisSE* Client Release of Information form on file, it can update, edit, and print out a client's information. Once the *promisSE* Client Release of Information expires, the Agency can no longer edit or print the record.

9. The Agency acknowledges that once that Client Release of Information expires, any new information entered into the database will be closed to sharing until a new Client Release of Information is signed. Information entered before the date of the expired release will continue to be available to the sharing partners.

10. The Agency acknowledges that a modified Agency Authorization to Release Information form, with a *promisSE* clause, permits it to share restricted client information with select agencies in compliance with the Agency's approved Confidentiality Policies and Procedures.

11. The Agency will prohibit anyone with an Agency-assigned End User ID and Password from entering offensive language, profanity, or discriminatory comments based on race, color, religion, national origin, ancestry, handicap, age, sex, and sexual orientation.

12. The Agency will utilize the *promisSE* for business purposes only.

13. The Agency will keep updated virus protection software on Agency computers that access the *promisSE*.

14. Transmission of material in violation of any United States Federal or State regulations is prohibited.

15. The Agency will not use the *promisSE* with intent to defraud the Federal, State, or local government, or an individual entity, or to conduct any illegal activity.

16. The Agency agrees that the *promisSE* or the local Continuum of Care *promisSE* Planning Committee may convene local or regional End User Meetings to discuss procedures, updates, policy and practice guidelines, data analysis, and software/ hardware upgrades. The Agency will designate at least one specific Staff member to regularly attend End User Meetings.

19. Notwithstanding any other provision of this Participation Agreement, the Agency agrees to abide by all policies and procedures relevant to the use of *promisSE* that THE COC publishes from time to time.

VI. Publication of Reports

1. The Agency agrees that it may release only aggregated information generated by the *promisSE* that is specific to its own services.

VII. Database Integrity

1. The Agency will not share assigned End User IDs and Passwords to access the *promisSE* with any other organization, governmental entity, business, or individual.

2. The Agency will not intentionally cause corruption of the *promisSE* in any manner. Any unauthorized access or unauthorized modification to computer System information or interference with normal System operations will result in immediate suspension of services, and, where appropriate, legal action against the offending entities.

VIII. HMIS Fee Schedule

1. THE COC has adopted the CoC HMIS fee schedule for all participating Agencies.
2. THE COC, as the lead Agency, will provide the specified amount of End User licensing, training, technical assistance, and other services or activities relevant to the participation in *promisSE* as listed in the CoC HMIS fee schedule.
3. The Agency will remunerate THE COC per End User for missed training and per End User for reactivation of an inactive license as set out in the CoC HMIS fee schedule.

VIIII. Hold Harmless

1. THE COC makes no warranties, expressed or implied. The Agency, at all times, will indemnify and hold THE COC harmless from any damages, liabilities, claims, and expenses that may be claimed against the Agency; or for injuries or damages to the Agency or another party arising from participation in the *promisSE*; or arising from any acts, omissions, neglect, or fault of the Agency or its agents, employees, licensees, or clients; or arising from the Agency's failure to comply with laws, statutes, ordinances, or regulations applicable to it or the conduct of its business. This Agency will also hold THE COC harmless for loss or damage resulting in the loss of data due to delays, non-deliveries, mis-deliveries, or service interruption caused by Bowman Information Systems, by the Agency's or other member Agency's negligence or errors or omissions, as well as natural disasters, technological difficulties, and/ or acts of God. THE COC shall not be liable to the Agency for damages, losses, or injuries to the Agency or another party other than if such is the result of gross negligence or willful misconduct of THE COC. THE COC agrees to hold the Agency harmless from

any damages, liabilities, claims or expenses caused solely by the negligence or misconduct of THE CoC.

2. It is the responsibility of each Agency to maintain a current insurance policy that is sufficient to cover theft of or damage to ALL *promisSE* -related hardware and software.

X. Terms and Conditions

1. The parties hereto agree that this agreement is the complete and exclusive statement of the agreement between parties and supersedes all prior proposals and understandings, oral and written, relating to the subject matter of this agreement.

2. The Agency shall not transfer or assign any rights or obligations under the Participation Agreement without the written consent of THE COC.

3. This agreement shall remain in force until revoked in writing by either party, with 30 days advance written notice. The exception to this term occurs if allegations or actual incidences arise regarding possible or actual breeches of this agreement. Should such situations arise, the *promisSE* System Administrator may immediately suspend access to *promisSE* until the allegations are resolved in order to protect the integrity of the System.

4. This agreement may be modified or amended by written agreement executed by both parties with 30 days advance written notice.

5. The parties agree that THE COC, Inc. is a third-party beneficiary of this contract and may enforce the terms and provisions of this contract as applicable.

IN WITNESS WHEREOF, the parties have entered into this Agreement:

_____   Agency Name _____
CoC Name

_____   _____
CoC Address   Agency address

(251) 450-3345_____   _____
Telephone Number   Agency Telephone Number

_____   _____
Representative Printed Name   Agency Rep Printed Name

_____   _____
Representative Title   Agency Representative Title

_____   _____
THE COC Representative Signature   Agency Representative Signature

_____   _____
Date (mm/dd/yy)   Date (mm/dd/yy)

Continuum of Care
Program Management Information System of the Southeast
ASSURANCE

_____ (Name of Agency) assures that the following fully executed documents will be on file and available for review.

  ✓ The Agency's official Privacy Notice for *promisSE* clients.

  ✓ Executed *promisSE* Client Release of Information forms.

  ✓ Executed Agency Authorizations for Release of Information as needed.

  ✓ Certificates of Completion for required training for all *promisSE* System End Users.

  ✓ A fully executed End User Agreement for all *promisSE* System End Users.

  ✓ A current Agency-Specific *promisSE* Policy and Procedure Manual.

By: _____

Title: _____

Signature: _____

Date: _____

CoC Agency Administrator Agreement

Name:_____

Agency Name:_____

All HMIS participating agencies must designate and staff one HMIS Agency Administrator. Agency Administrator requirements and responsibilities include, but are not limited to, the following:

- Has completed, at minimum, general ClientPoint training.

- Ensure that all Agency users have signed End User Agreement documents on file.

- Ensure that all Users complete an annual End User Certification Test, which includes Privacy and Security training.

- Ensure that all Users have completed workflow training and related updates, and have documentation of training.

- Ensure that the Agency is in compliance with the CoC Data Security standards.

- Ensure that the Agency is in compliance with the HMIS Policies and Procedures, has completed the Compliance Checklist, and is responsible for returning it to the local Lead Agency System Administrator.

- Ensure that all Users have submitted a criminal background check to the local Lead Agency System Administrator.

The original Agency Administrator Agreement shall be kept on file at the Agency. Forms completed by individuals no longer employed by the Agency shall be kept on file for a minimum of five years.

The CoC makes no warranties, expressed or implied. The Agency, at all times, will indemnify and hold the CoC harmless from any damages, liabilities, claims, and expenses that may be claimed against the Agency; or for injuries or damages to the Agency or another party arising from participation in the *promisSE*; or arising from any acts, omissions, neglect, or fault of the Agency or its agents, employees, licensees, or clients; or arising from the Agency's failure to comply with laws, statutes, ordinances, or regulations applicable to it or the conduct of its business. This Agency will also hold the CoC harmless for loss or damage resulting in the loss of data due to delays, non-deliveries, mis-deliveries, or service interruption caused by Bowman Information Systems, by the Agency's or other member agency's negligence or errors or omissions, as well as natural disasters, technological difficulties, and/ or acts of God. The CoC shall not be liable to the Agency for damages, losses, or injuries to the Agency or another party other than if such is the result of gross negligence or willful misconduct of the CoC. The CoC agrees to hold the Agency harmless from any damages, liabilities, claims or expenses caused solely by the negligence or misconduct of the CoC.

This agreement is in effect for a period of one (1) year after date of signing. Agency Administrators are required to complete HMIS End User Certification testing and to document compliance monitoring annually, at which time a new agreement will be provided. Failure to participate in annual Certification and/or maintain a current agreement may result in immediate termination or suspension of the user's ServicePoint license and access to ServicePoint. Failure to comply with the provisions of this Agency Administrator Agreement is grounds for immediate termination. Your signature below indicates your agreement to comply with this Agency Administrator Agreement.

_____   _____
Employee Printed Name   Agency Official Printed Name

_____   _____
Employee Signature   Agency Official Signature

_____   _____
Date (mm/dd/yy)   Date (mm/dd/yy)

CoC Security Officer Agreement

Name:_____

Agency Name:_____

All HMIS participating agencies must designate and staff one HMIS Security Officer. Security Officer requirements and responsibilities include, but are not limited to, the following:

- Ensures that all staff using the system complete annual privacy and security training. Training must be provided by the CoC designated trainers and be based on the CoC Privacy and Security standards.
- Conducts an annual security review of the agency that includes reviewing compliance with the Privacy and Security sections of the CoC Homeless Management Information System (HMIS) Operating Policy and Procedure. The Agency must document the findings of the review on the Privacy and Security Checklist and submit the findings to the local Lead HMIS System Administrator no later than December 31st of each year.
- Notifies the local Lead Agency System Administrator when a staff person leaves the organization or when revision of the user's access level is needed because of a change in job responsibilities. The notification must be made within 48 hours of the change.
- Reports any security or privacy incidents to the local Lead HMIS System Administrator for the CoC Jurisdiction. The System Administrator investigates the incident including running applicable audit reports. If the System Administrator and Security Officer determine that a breach has occurred and/or the staff involved violated privacy or security guidelines, the System Administrator will report to the chair of the CoC. A Corrective Action Plan will be implemented. Components of the Plan must include, at minimum, supervision and retraining. It may also include removal of HMIS license, client notification if a breach has occurred, and any appropriate legal action.

The original Security Officer Agreement shall be kept on file at the Agency. Forms completed by individuals no longer employed by the Agency shall be kept on file for a minimum of five years.

The CoC makes no warranties, expressed or implied. The Agency, at all times, will indemnify and hold the CoC harmless from any damages, liabilities, claims, and expenses that may be claimed against the Agency; or for injuries or damages to the Agency or another party arising from participation in the *promisAL*; or arising from any acts, omissions, neglect, or fault of the Agency or its agents, employees, licensees, or clients; or arising from the Agency's failure to comply with laws, statutes, ordinances, or regulations applicable to it or the conduct of its business. This Agency will also hold the CoC harmless for loss or damage resulting in the loss of data due to delays, non-deliveries, mis-deliveries, or service interruption caused by Bowman Information Systems, by the Agency's or other member agency's negligence or errors or omissions, as well as natural disasters, technological difficulties, and/ or acts of God. The CoC shall not be liable to the Agency for damages, losses, or injuries to the Agency or another party other than if such is the result of gross negligence or willful misconduct of the CoC. The CoC agrees to hold the Agency harmless from any damages, liabilities, claims or expenses caused solely by the negligence or misconduct of the CoC.

This agreement is in effect for a period of one (1) year after date of signing. Security Officers are required to complete HMIS End User Certification testing and documented Privacy & Security compliance monitoring annually, at which time a new agreement will be provided. Failure to participate in annual Certification, Privacy & Security monitoring, and/or maintain a current agreement may result in immediate termination or suspension of the user's ServicePoint license and access to ServicePoint. Failure to comply with the provisions of this Security Officer Agreement is grounds for immediate termination. Your signature below indicates your agreement to comply with this Security Officer Agreement.

_____   _____
Employee Printed Name   Agency Official Printed Name

_____   _____
Employee Signature   Agency Official Signature

_____   _____
Date (mm/dd/yy)   Date (mm/dd/yy)

Continuum of Care

Policies and Procedures Compliance Checklist

Agency Name:_____

_____ (Int.) Agency has received a copy of the CoC Operating Policies and Procedures

_____ (Int.) Agency has a fully executed Agency Participation Agreement

_____ (Int.) Agency has a Board approved Confidentiality Policy governing HMIS Privacy and Security Standards

_____ (Int.) Agency has assigned an HMIS Agency Administrator with executed agreement

_____ (Int.) Agency has assigned an HMIS Security Officer with executed agreement

_____ (Int.) Agency has submitted all End User criminal background checks

_____ (Int.) Agency has provided End Users with the HUD Data Elements

_____ (Int.) Agency has provided End User with training on the HUD definition of homelessness and the priority of homelessness documentation

_____ (Int.) Agency and End Users understand and will comply with the CoC Data Quality Plan

_____   _____

Agency Official Printed Name   CoC Official Printed Name

_____   _____

Agency Official Signature   CoC Official Signature

_____   _____

Date (mm/dd/yy)   Date (mm/dd/yy)

Continuum of Care

Privacy and Security Checklist

Agency Name:_____

Security Officer Name: _____

_____ (Int.)   Agency has the HUD Public Notice posted in an area visible to clients.
Finding(s):

_____

___

_____

_

Corrective Action(s): -

_____

_____

_

Deadline for Completion: -

_____

_____ (Int.)   Agency has an HMIS Privacy Notice that complies with the requirements set forth by the CoC HMIS Operating Policies and Procedures, and is available to all clients.
Finding(s):

_____

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_____

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Corrective Action(s): -

_____

_____

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Deadline for Completion: -

_____

_____ (Int.) Agency has a copy of the HUD Public Notice and the Privacy Notice on its website.

Finding(s):

_____

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_____

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Corrective Action(s): -

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_____

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Deadline for Completion: -

_____

_____ (Int.) Client files with hard copy data that includes client identifying information is protected behind one lock, at minimum, from unauthorized access.

Finding(s):

_____

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_____

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Corrective Action(s): -

_____

_____

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Deadline for Completion: -

_____

_____ (Int.)   Offices that contain client files are locked when not occupied.

Finding(s):

_____

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_____

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Corrective Action(s): -

_____

_____

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Deadline for Completion: -

_____

_____ (Int.)   Client files are not left visible for unauthorized individuals.

Finding(s):

_____

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_____

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Corrective Action(s): -

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_____

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Deadline for Completion: -

_____

Privacy and Security Checklist

_____ (Int.)   Agency has adopted the PromisSE Release of Information and requests this from every client.

Finding(s):

_____

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_____

_

Corrective Action(s): -

_____

_____

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Deadline for Completion: -

_____

_____ (Int.)   HMIS workspaces are configured to support privacy of client interaction and privacy of data entry.

Finding(s):

_____

___

_____

_

Corrective Action(s): -

_____

_____

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Deadline for Completion: -

_____

_____ (Int.)   User accounts and passwords are not shared between End Users, or left visible for others to see.

Finding(s):

Privacy and Security Checklist

_____

___

_____

_

Corrective Action(s): -

_____

_____

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Deadline for Completion: -

_____

_____ (Int.)   End Users do not save HMIS reports with identifying client information on portable media.

Finding(s):

_____

___

_____

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Corrective Action(s): -

_____

_____

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Deadline for Completion: -

_____

_____ (Int.)   All HMIS workstations, including laptops and remote workstations, have virus protection and automatic updates.

Finding(s):

_____

___

_____

_

Corrective Action(s): -

_____

_____

_

Deadline for Completion: -

_____

_____ (Int.)   All HMIS workstations, including laptops and remote workstations, are protected by a Firewall.

Finding(s):

_____

___

_____

_

Corrective Action(s): -

_____

_____

_

_____ (Int.)   End Users are not accessing the HMIS on a public computer, or from an internet connection that is not secured.

Finding(s):

_____

___

_____

_

Corrective Action(s): -

_____

_____

_

Deadline for Completion: -

_____

_____ (Int.)   Agency has a documented plan for remote access if End Users are accessing the HMIS outside of the office setting.

Finding(s):

_____

___

_____

_

Corrective Action(s): -

_____

_____

_

Deadline for Completion: -

_____

_____   _____

Security Officer Printed Name   Agency Official Printed Name

_____   _____

Security Officer Signature   Agency Official Signature

_____   _____

Date (mm/dd/yy)   Date (mm/dd/yy)

promisSE License Agreement & Statement of Confidentiality

Name:_____

Employees, volunteers, staff and any persons with access to the **Program Management Information System South East (promisSE)** are subject to certain guidelines regarding its use. *promisSE* contains a wide range of personal and private information on individuals and ALL such information must be treated carefully, confidentially, and professionally by those who access it. Guidelines for use of *promisSE* include, but are not limited to, the following:

- User IDs and passwords must be kept secure and confidential and shall not be shared.
- Current client or Legal Guardian consent, as documented by a Release of Information (ROI), is required before entering, updating, editing, printing, or disclosing basic identifying and non-confidential service transactions/information with other Member Agencies and/or their employees, volunteers and/or staff. Otherwise, limited visibility must be coordinated with the CoC.
- Only general, non-confidential information is to be entered in the "other notes/comments" section of the Client Profile in *promisSE.* Confidential information, including TB diagnosis, domestic violence and mental/physical health information shall not be entered in this section.
- Confidential information obtained via *promisSE* is to remain confidential, even if the end user's relationship with the Agency changes or concludes for any reason.
- Information beyond basic identifying data, which includes all assessment screens (all screens beyond profile, agency, and community fields), is not to be edited. If an update or correction is needed, a new assessment must be created.
- The agency/organization end user is allowed to enter or modify data ONLY for clients being served by that agency / organization.
- Misrepresentation of the client through the deliberate entry of inaccurate information is prohibited.
- Client records shall NOT be deleted from *promisSE.* If a client or legal guardian of a client chooses to rescind *promisSE* Release of Information, the appropriate record shall immediately become "inactive".
- Discriminatory comments based on race, color, religion, creed, national origin, ancestry, handicap, socioeconomic status, marital status, age, gender, and/or sexual orientation are NOT permitted in *promisSE.* Profanity and offensive language are NOT permitted in *promisSE.* Violators shall have their system privileges revoked and they will NOT be allowed further access to HMIS.
- *promisSE* is to be used for business purposes only. Transmission of material in violation of any United States Federal or State of Alabama regulation/laws is prohibited, including material that is copyrighted, legally judged to be threatening or obscene, and/or considered protected by trade secret. *promisSE* shall NOT be used to defraud the Federal, State, Local or City government nor any individual entity nor to conduct any illegal activity.
- Users must log off of ServicePoint before leaving their computer / workstation unattended; Failure to log off ServicePoint appropriately may result in a breach in client confidentiality and system security.
- Hard copies of ServicePoint information must be kept in a secure file.
- When hard copies of ServicePoint information are no longer needed, they must be properly destroyed to maintain confidentiality.
- Any unauthorized access or unauthorized modification to computer system information/*promisSE* database or interference with normal system operations will result in immediate suspension of your access to the *promisSE* and may jeopardize your employment status with the Agency.

I agree to maintain a subscription to the promisSE email list and discussion group to receive official communications regarding promisSE.

The original promisSE License Agreement & Statement of Confidentiality shall be kept on file at the Agency. Forms completed by individuals no longer employed by the Agency shall be kept on file for a minimum of five years.

The CoC makes no warranties, expressed or implied. The Agency, at all times, will indemnify and hold the CoC harmless from any damages, liabilities, claims, and expenses that may be claimed against the Agency; or for injuries or damages to the Agency or another party arising from participation in the **promisSE**; or arising from any acts, omissions, neglect, or fault of the Agency or its agents, employees, licensees, or clients; or arising from the Agency's failure to comply with laws, statutes, ordinances, or regulations applicable to it or the conduct of its business. This Agency will also hold the CoC harmless for loss

License Agreement

or damage resulting in the loss of data due to delays, non-deliveries, mis-deliveries, or service interruption caused by Bowman Information Systems, by the Agency's or other member agency's negligence or errors or omissions, as well as natural disasters, technological difficulties, and/ or acts of God. The CoC shall not be liable to the Agency for damages, losses, or injuries to the Agency or another party other than if such is the result of gross negligence or willful misconduct of the CoC. The CoC agrees to hold the Agency harmless from any damages, liabilities, claims or expenses caused solely by the negligence or misconduct of the CoC.

This agreement is in effect for a period of one (1) year after date of signing. End users are required to complete HMIS End User Certification testing annually, at which time a new agreement will be provided. Failure to participate in annual Certification and/or maintain a current agreement may result in immediate termination or suspension of the user's ServicePoint license and access to ServicePoint. Failure to comply with the provisions of this Statement of Confidentiality is grounds for immediate termination. Your signature below indicates your agreement to comply with this Statement of Confidentiality.

_____
Employee Printed Name

_____
Agency Official Printed Name

_____
Employee Signature

_____
Agency Official Signature

_____
Date (mm/dd/yy)

_____
Date (mm/dd/yy)

Continuum of Care(CoC)
Program Management Information System of the Southeast (promisSE)

Client's Last Name: _____ First Name: _____ MI: _

Date of Birth: _____ Social Security Number: _____

* The Federal Privacy Act of 1974 requires that you be notified that disclosure of your Social Security number is voluntary under this record-keeping system. This system was authorized pursuant to directives from Congress and the Department of Housing and Urban Development (HUD). The Social Security number is used to verify identity, assure timely delivery of services, prevent duplication of services, and generate accurate required reports to HUD.

The PromisSE **is a shared, computerized record keeping system that captures information about people experiencing homelessness or near homelessness, including their service needs. Our Agency, _____, is participating in PromisSE that collects information on clients served by its member agencies and the services they provide.**

I understand that all information gathered about me is personal and private and that I do not have to share information collected in PromisSE. It has been explained to me that all information collected will serve for reporting purposes and as a precaution to prevent duplication of services to ineligible individuals and families. I have had an opportunity to ask questions about PromisSE and to review the identifying information, which is authorized by this release for the PromisSE Member Agencies to share. I also understand that information about non-confidential services provided to me by human service agencies in the CoC may be shared with other participating in PromisSE agencies. This Release of Information will remain in effect for 5 (five) years and will expire on _____ unless I make a formal request to this Agency that I no longer wish to participate in PromisSE.

☐   I authorize to share my data
☐   I do not authorize to share my data

The CoC, as PromisSE Member Agency, to share my information between all participating PromisSE agencies. I authorize the use of a copy of this original to serve as an original for the purposes stated above.

_____
Client's (Head of Household) Printed Name

Other Adult in HH Printed Name

_____

_____
Other Adult in HH Signature

_____
Client's (Head of Household) Signature

_____
Date (mm/dd/yy)

_____
Date (mm/dd/yy)

_____
Date (mm/dd/yy)

Page Two

Based on the above information,
- ☐   I authorize to share my dependants' data
- ☐   I do not authorize to share my dependants' data

The CoC, as PromisSE Member Agency, to share my information between all participating PromisSE agencies. I authorize the use of a copy of this original to serve as an original for the purposes stated above.

Dependent's Name	**DOB**	**Dependent's Name**	**DOB**
Dependent's Name	**DOB**	**Dependent's Name**	**DOB**
Dependent's Name	**DOB**	**Dependent's Name**	**DOB**
Dependent's Name	**DOB**	**Dependent's Name**	**DOB**
Dependent's Name	**DOB**	**Dependent's Name**	**DOB**
Dependent's Name	**DOB**	**Dependent's Name**	**DOB**
Dependent's Name	**DOB**	**Dependent's Name**	**DOB**

_____   _____

Legal Guardian's Authorizing Signature   **Date (mm/dd/yy)**

_____

Agency Representative's Printed Name

_____

Agency Representative's Signature

_____

Date (mm/dd/yy

Public Notice

Continuum of Care

Program Management Information System of the Southeast (promisSE)

aka: Homeless Management Information System (HMIS)

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

The collection and use of all personal information is guided by strict standards of confidentiality. A copy of our Privacy Notice describing our privacy practice is available to all clients upon request.

CoC Homeless Management Information System

Sample Privacy Notice to Clients

Sample Privacy Notice
CoC Homeless Management Information System

Privacy Notice

The Homeless Management Information System (HMIS) was developed to meet a data collection requirement made by the United States Congress to the Department of Housing and Urban Development (HUD). Congress passed this requirement in order to get a more accurate count of individuals who are homeless and to identify the need for and use of different services by those individuals and families.Several CoC's in the Southeastshare a single HMIS implementation. The CoC Lead Entity designates the HMIS Lead Agency for that CoC. Many Agencies in this area use the HMIS to keep computerized case records. With client permission as indicated by a signed Release of Information, client information can be shared with other HMIS participating Agencies throughout the Implementation. The information entered by participating providers and shared with client consent includes: basic identifying demographic data (e.g., name, birth date, and gender), the nature of the client's situation, and the services and referrals received from the participating Agency.

Participating Agencies collect personal information directly from you for reasons that are discussed in their privacy notice. They may be required to collect some personal information by law or by the organizations that give money to operate their program. Other personal information that is collected is important to operate programs, to improve services, and to better understand client needs. They only collect information that they consider to be appropriate and accurate. **The collection and use of all personal information is guided by strict standards of confidentiality.**

Maintaining the privacy and safety of those clients whose records reside in HMIS and the /Agencies that use the HMIS is very important to us. Information gathered about each client and each Agency is personal and private. We collect information only when appropriate to provide services, manage our organization and the Database, or as required by law. The ownership of all records contained within the HMIS is retained by the organization/Agency that collected and entered or updated the client's information.

CONFIDENTIALITY RIGHTS

Each participating Agency is required to have a confidentiality policy that has been approved by its Board of Directors. _____(HMIS Lead Entity) must also have a Board Approved confidentiality policy. _____(HMIS Lead Entity) operates the HMIS in accordance with HUD and HIPAA confidentiality regulations, including those covering programs that receive HUD funding for homeless services (Federal Register/Vol. 69, No. 146), and those covered under the HIPAA privacy and security rules which govern confidential health information such as the diagnosis, treatment, of a mental health disorder, a drug or alcohol disorder, and AIDS/HIV condition or a domestic violence situation. Other rules that may also apply include 42 CFR Part 2 governing drug and alcohol records.

_____(CoC #) is restricted to using or disclosing personal information from the HMIS to the following circumstances:

- For functions related to payment or reimbursement for services.
- For functions related to helping Agencies operate the System.
- For functions related to the development of reports to better plan services.
- To carry out administrative functions including but not limited to: legal, audit, personnel, planning, oversight and management functions;
- To develop databases used for research, where all identifying information has been removed.
- To support contractual research where privacy conditions are met with an approved Institutional Review Board (IRB), and only if the shared information includes no identifying information about the client.
- Where a disclosure is required by law and disclosure complies with, and is limited to, the requirements of the law. Instances where this might occur are during a medical emergency, to report a crime against staff of the Agency, or to avert a serious threat to health or safety.

YOUR INFORMATION RIGHTS

All requests for client personal information located within the HMIS will be routed to the Agency/organization that collected and entered or updated the information.

_____(CoC #) may not disclose your personal protected information located within the HMIS except as required by law or to help the participating Agency/organization that collected/entered/updated the information operate the System.

_____(CoC #) may not publish reports on client data that identifies specific Agencies or persons. Public reports otherwise published will be limited to the presentation of aggregated data that does not disclose personal identifying information.

Please contact the Agency to which you gave your personal information in order to:
- *Access or see your record.*
- *Correct your record*
- *Request that your record by shared with another person or organization.*
- *Terminate or withdraw a consent to release information.*
- *File a grievance if you feel that your rights have been violated.*

Please note that you have the right to refuse consent to share your information between participating Agencies. You cannot be denied services that you would otherwise qualify for if you refuse to share information. Please note that if you refuse this permission, information will still be entered into the System for statistical purposes, but your information will be closed so that only that Agency you gave the information to and System Administrators operating the Database may see your information.

Please feel free to contact us if you feel that your information rights have been violated. Please address your written communication to the CoC (Enter Contact Information). Please include your contact information. We will respond in writing within 7 working days of the receipt of your letter.

HOW YOUR INFORMATION WILL BE KEPT SECURE

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

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

BENEFITS OF HMIS AND AGENCY INFORMATION SHARING

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

requesting.

Allowing us to share your real name, even in the absence of other information, results in a more accurate count of individuals and the services they use. The security system is designed to create a code that will protect your identity on the System. A more accurate count is important because it can help us and other Agencies:

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

RISKS IN SHARING INFORMATION

While the HMIS was designed to promote better services for those who are homeless or might become homelessness, there are risks that may lead some individuals to choose to do one or more of the following:

- Allow only your name, gender, year of birth, and partial social security number (optional) to be shared with all participating Agencies. All other information, including your date of birth, full SS#, where you are being served and your particular situation, are kept confidential or shared with only select Agencies.
- Allow some statistical or demographic information to be shared with select other Agencies, but do not allow other more personal data such as health, mental health, drug/alcohol use history or domestic violence information to be shared.
- Close all information including identifying information from all sharing. Only the Agency that collects the information and System Administrative staff may see the information.

PRIVACY NOTICE AMENDMENTS: The policies covered under this Privacy Notice may be amended over time and those amendments may affect information obtained by the Agency before the date of the change. All amendments to the Privacy Notice must be consistent with the requirements of the Federal Standards that protect

Sample Privacy Notice

the privacy of clients and guide the HMIS implementation and operation.

S A M P L E   P O L I C Y

DATE: June 25, 2014

SUBJECT: HMIS Privacy and Confidentiality

APPROVAL LEVEL: Agency Board of Directors

REASONS FOR POLICY:

1. To protect the privacy of Agency clients
2. To comply with applicable laws and regulations
3. To ensure fair information practices as to:
    a. Openness
    b. Accountability
    c. Collection limitations
    d. Purpose and use limitations
    e. Access and correction
    f. Data Quality
    g. Security

STATEMENT OF POLICY:

1) **Compliance:** Agency privacy practices will comply with all applicable laws governing the HMIS client privacy/confidentiality. Applicable standards include, but are not limited to the following:
    a) Federal Register Vol. 69, No. 146 (HMIS FR 4848-N-02) - Federal statute governing HMIS information.
    b) HIPAA - the Health Insurance Portability Act.

c) 42 CFR Part 2. - Federal statute governing drug and alcohol treatment.

d) CoC HMIS Policy and Procedures

NOTE: HIPAA statutes are more restrictive than the HMIS FR 4848-N-02 standards and in cases where both apply, HIPAA over-rides the HMIS FR 4848-N-02 standards. In cases where an Agency already has a confidentiality policy designed around the HIPAA standards, that policy can be modified to include the HMIS data collection, or can be amended to create one set of standards for clients covered under HIPAA, and a second set of standards for those covered only under HMIS FR 4848-N-02. Agencies should indicate in their Privacy Notice which standards apply to their situation.

2) **Use of Information:** PPI (protected personal information - information which can be used to identify a specific client) can be used only for the following purposes:

a) To provide or coordinate services to a client.

b) For functions related to payment or reimbursement for services.

c) To carry out administrative functions such as legal, audit, personnel, planning, oversight and management functions.

d) For creating de-personalized client identification for unduplicated counting.

e) Where disclosure is required by law.

f) To prevent or lessen a serious and imminent threat to the health or safety of an individual or the public.

g) To report abuse, neglect, or domestic violence as required or allowed by law.

h) Contractual research where privacy conditions are met (including a written agreement).

i) To report criminal activity on Agency premises.

NOTE: HMIS FR 4848-N-02 standards list items a-d above as allowable reasons for disclosing PPI but make provisions for additional uses to meet individual Agency obligations In some cases these uses (e-I above) have additional conditions, and HMIS FR 4848-N-02 4.1.3 should be consulted if any of these optional items are to be included in an Agency's policy. It also states that "except for first party access to information and required disclosures for oversight and compliance auditing, all uses and disclosures are permissive and not mandatory."

Sample Privacy Policy

3) **Collection and Notification:** Information will be collected only by fair and lawful means with the knowledge or consent of the client.

   a) PPI will be collected only for the purposes listed above.

   b) Clients will be made aware that personal information is being collected and recorded.

   c) A written sign will be posted in locations where PPI is collected. This written notice will read:

   > "We collect personal information directly from you for reasons that are discussed in our privacy statement. We may be required to collect some personal information by law or by organizations that give us money to operate this program. Other personal information that we collect is important to run our programs, to improve services for homeless and/ or at-risk persons, and to better understand the needs of homeless and/ or at-risk persons. We only collect information that we consider to be appropriate."

   > "The collection and use of all personal information is guided by strict standards of confidentiality. Our Privacy Notice is posted. A copy of our Privacy Notice is available to all clients upon request."

   d) This sign will be explained in cases where the client is unable to read and/or understand it.

NOTE: Under HMIS FR 4848-N-02, Agencies are permitted to require a client to express consent to collect PPI verbally or in writing, however this is optional and not a requirement of the statute.

4) **Data Quality:** PPI data will be accurate, complete, timely, and relevant.

   a) All PPI collected will be relevant to the purposes for which it is to be used.

   b) Data will be entered in a consistent manner by authorized End Users.

   c) Data will be entered in as close to real-time data entry as possible.

   d) Measures will be developed to monitor data for accuracy and completeness and for the correction of errors.

   i) The Agency runs reports and queries at least monthly to help identify incomplete or inaccurate information.

   ii) The Agency monitors the correction of incomplete or inaccurate information.

   iii) By the 20th of the following month all monitoring reports will reflect corrected data.

Sample Privacy Policy

e) Data quality is subject to routine audit by System Administrators who have administrative responsibilities for the database.

5) **Privacy Notice, Purpose Specification and Use Limitations:**   The purposes for collecting PPI data, as well as it's uses and disclosures, will be specified and limited.

a) The purposes, uses, disclosures, policies, and practices relative to PPI data will be outlined in an Agency Privacy Notice.

b) The Agency Privacy Notice will comply with all applicable regulatory and contractual limitations.

c) The Agency Privacy Notice will be made available to Agency clients, or their representative, upon request and explained/interpreted as needed.

d) Reasonable accommodations will be made with regards to the Privacy Notice for persons with disabilities and non-English speaking clients as required by law.

e) PPI will be used and disclosed only as specified in the Privacy Notice, and only for the purposes specified therein.

f) Uses and disclosures not specified in the Privacy Notice can be made only with the consent of the client.

g) The Privacy Notice will be posted on the Agency web site.

h) The Privacy Notice will reviewed and amended as needed.

i) Amendments to, or revisions, of the Privacy Notice will address the retroactivity of any changes.

j) Permanent documentation of all Privacy Notice amendments/revisions will be maintained.

k) All access to, and editing of PPI data will be tracked by an automated audit trail, and will be monitored for violations use/disclosure limitations.

NOTE: Items above are required by HMIS FR 4848-N-02, and/or AL-501 HMIS policy, but Agencies can restrict and limit the use of PPI data further by requiring express client consent for various types of uses/disclosures, and/or by putting restriction or limits on various kinds of uses/disclosures.

6) **Record Access and Correction:**   Provisions will be maintained for the access to, and corrections of, PPI records.

a) Clients will be allowed to review their HMIS record within 5 working days of a request to do so.

b) During a client review of their record, an Agency staff person must be available to explain any entries the client does not understand.

c) The client may request to have their record corrected so that information is up-to-date and accurate to ensure fairness in its use.

d) When a correction is requested by a client, the request will be documented and the staff will make a corrective entry if the request is valid.

e) A client may be denied access to their personal information for the following reasons:

   i) Information is compiled in reasonable anticipation of litigation or comparable proceedings;

   ii) Information about another individual other than the Agency staff would be disclosed; and/or

   iii) Information, the disclosure of which would be reasonably likely to endanger the life or physical safety of any individual.

f) A client may be denied access to their personal information in the case of repeated or harassing requests for access or correction. However, if denied, documentation will be provided regarding the request and reason for denial to the individual and be made a part of the client's record.

g) A grievance process may be initiated if a client feels that their confidentiality rights have been violated, if access has been denied to their personal records, or if they have been put at personal risk, or harmed.

h) Any client grievances relative to the HMIS will be processed and resolved according to Agency grievance policy.

i) A copy of any client grievance relative to the HMIS data or other privacy/confidentiality issues and Agency response are forwarded to the CoC.

7) **Accountability:** Processes will be maintained to ensure that the privacy and confidentiality of client information is protected and staff is properly prepared and accountable to carry out Agency policies and procedure that govern the use of PPI data.

a) Grievances may be initiated through the Agency grievance process for considering questions or complaints regarding privacy and security policies and practices. All End Users of the HMIS must sign an End Users Agreement that specifies each staff persons obligations with regard to protecting the privacy of PPI and indicates that they have received a copy of the Agency's Privacy Notice and that they will comply with its guidelines.

b) All End User of the HMIS must complete formal Privacy Training.

c) A process will be maintained to document and verify completion of training requirements.

d) A process will be maintained to monitor and audit compliance with basic privacy requirements including, but not limited to, auditing clients entered against signed HMIS Releases.

e) A copy of any staff grievances initiated relative to privacy, confidentiality, or HMIS data will be forwarded to the CoC.

8) **Sharing of Information:** Client data may be shared with any Contributing HMIS Organization within the PromisSE implementation, unless entered by a provider with "closed" or partially "closed" visibility.

a) Agency defaults within the HMIS System will be set to "open" unless otherwise requested by the Agency.

b) A completed PromisSE HMIS Client Release of Information (ROI) Form is needed before information may shared electronically. If the client refuses to have their information shared, their information is still entered into the HMIS but "closed" so that only that Agency and the System Administrators have access.

    i) The PromisSE HMIS release informs the client about what is shared and with whom it is shared.

c) Clients will be informed about and understand the benefits, risks, and available alternatives to sharing their information prior to signing an ROI, and their decision to sign or not sign shall be voluntary.

d) Clients who choose not to authorize sharing of information cannot be denied services for which they would otherwise be eligible.

e) All Client ROI forms related to the HMIS will be placed in a file to be located on premises and will be made available to the CoC for periodic audits.

f) PromisSE ROI forms will be retained for a period of 7 years, while they are active, after which time the forms will be discarded in a manner that ensures client confidentiality is not compromised.

g) No confidential/restricted information received from the HMIS will be shared with any organization or individual without proper written consent by the client, unless otherwise permitted by applicable regulations or laws.

h) Client information, including progress notes and psychotherapy notes, about the diagnosis, treatment, or referrals related to a mental health disorder, drug or alcohol disorder, HIV/AIDS, and domestic violence entered by Agencies with "closed" visibility shall <u>not</u> be shared with other participating Agencies without the client's written, informed consent. Sharing of "closed"

information must also be planned and documented through a fully executed agreement between Agencies, as documented through an inter-Agency "closed" data sharing agreement.

    i)   Sharing of "closed" information is <u>not</u> covered under the general PromisSE ROI.

    ii) Once the client has provided written consent, and the involved Agencies have executed a sharing of "closed" information agreement for an individual client or household, a copy of those documents must be sent to the local HMIS System Administrator (SA), along with a ticket outlining the information to be shared and the receiving Agency. The SA will then "open" that information only to the receiving Agency.

i)   If a client has previously given permission to share "closed" information with multiple Agencies and then chooses to revoke that permission with regard to one or more of these Agencies, the affected Agency/Agencies will be contacted accordingly, and those portions of the record, impacted by the revocation, will be "closed" from further sharing.

j)   All client ROI forms will include an expiration date, and once a Client ROI expires, the Agency must contact the client in order to execute a new ROI. If the Agency is not able to contact the client, or if the client refuses to sign a new ROI, the Agency must notify the local SA within 48 hours so that the client record can be "closed".

9) **System Security:** System security provisions will apply to all Systems where PPI is stored: Agency networks, desktops, laptops, mini-computers, mainframes and servers.

   a) Password Access:

     i)   Only individuals who have completed Privacy and System Training may be given access to the HMIS through End User IDs and Passwords.

     ii) Temporary/default passwords will be changed on first use.

     iii) Access to PPI requires a End User name and password at least 8 characters long and using at least two numbers and/or special characters.

     iv) End User Name and password may not be stored or displayed in any publicly accessible location

     v)   End Users must not be able to log onto more than one workstation or location at a time.

     vi) Individuals with End User IDs and Passwords will not give or share assigned End User ID and Passwords to access the HMIS with any other organization, governmental entity, business, or individual.

   b) Virus Protection and Firewalls:

    i)   Commercial virus protection software will be maintained to protect the HMIS from virus attack.

    ii)   Virus protection will include automated scanning of files as they are access by End Users.

    iii) Virus Definitions will be updated regularly.

    iv) All workstations will be protected by a firewall either through a workstation firewall or a server firewall.

c) Physical Access to Systems where HMIS Data is Stored

    i)   Computers stationed in public places must be secured when workstations are not in use and staff are not present.

    ii)   After a short period of time a password protected screen saver will be activated during time that the System is temporarily not in use.

    iii) Staff must log out of the HMIS when leaving the workstation.

d) Stored Data Security and Disposal:

    i)   All HMIS data downloaded onto a data storage medium must be maintained and stored in a secure location.

    ii)   Data downloaded for purposes of statistical analysis will exclude PPI whenever possible.

    iii) HMIS data downloaded onto a data storage medium must be disposed of by reformatting as opposed to erasing or deleting.

    iv) A data storage medium will be reformatted a second time before the medium is reused or disposed of.

e) Hard Copy Security:

    i)   Any paper or other hard copy containing PPI that is either generated by or for the HMIS, including, but not limited to reports, data entry forms and signed consent forms will be secured.

    ii)   Agency staff will supervise at all times a hard copy with identifying information generated by or for the HMIS when the hard copy is in a public area. If the staff leaves the area, the hard copy must be secured in areas not accessible by the public.

    iii) All written information pertaining to the End User name and password must not be stored or displayed in any publicly accessible location.

f) Remote Access to the HMIS:

    i)   All HMIS End Users are proscribed from using a computer that is available to the public or from accessing the System from a public location through an internet connection that is not

secured. That is staff are not allowed to use Internet Cafes, Libraries, Airport Wifi or other non-secure internet connections.

ii) Staff must use remote laptops or desktops that meet the same security requirements as those office HMIS workstations.

iii) Downloads from the HMIS may not include client PPI.

iv) Remote System access should be limited to situations in which it is imperative that the End User access the System outside of the normal office setting.

v) Remote System access should reflect the requirements of job responsibilities.

NOTE : Various important aspects of System security are the contracted responsibility of Bowman Systems and are therefore not covered in Agency policy. These involve procedures and protections that take place at the site of the central server and include data backup, disaster recovery, data encryption, binary storage requirements, physical storage security, public access controls, location authentication etc.

PROCEDURES:

NOTE: Procedures and roles relative to this policy should be defined in a procedure section. These will vary significantly from Agency to Agency but may include the following.

1. *Participating Agencies may integrate the HMIS into the Agency's existing Privacy Notice. If the Agency does not have an existing Privacy Notice, Agencies may adopt the HMIS Privacy Notice Example in this manual or may use it as a model. The Privacy Notice must reflect the Agency's privacy policy.*

2. *Board approval of your Confidentiality/Privacy Policy is required. Copies of the Participation Agreement, the End User Agreement, Agency Administrator Agreement, Security Officer Agreement, and Inter-Agency "Closed" Data Sharing Agreement may be attachments to your Policy.*

Universal Data Elements

Universal data elements are those which all HMIS participating continuum projects are required to complete. It is important to note that federal funding sources (programs) often require the projects they fund to maintain and report on additional data elements – identified as Program Specific elements. HMIS Universal Data Elements are elements required to be collected by all projects using the software as an HMIS. Projects funded by any one or more of the federal partners must collect the Universal Data Elements as must projects that are not funded by any federal partner (e.g. missions) but are entering data
as part of the Continuum of Care's HMIS implementation.
Universal data elements enable the HMIS the ability to record unique, unduplicated client records, establish participation in a project within a date range, and identify clients who meet time criteria for chronic homelessness.

1 Name
2 Social Security Number
3 Date of Birth
4 Race
5 Ethnicity
6 Gender
7 Veteran Status
8 Disabling Condition
9 Residence Prior to Project Entry
10 Project Entry Date
11 Project Exit Date
12 Destination
13 Personal ID (HMIS Generated)
14 Household ID (HMIS Generated)
15 Relationship to Head of Household
16 Client Location Code (HMIS Generated)
17 Length of Time on Street, in an Emergency Shelter or Safe Haven

For more information and a full description of the Universal Data Elements, please reference the 2014 HUD Data Standards: HMIS Data Dictionary.
https://www.onecpd.info/resources/documents/HMIS-Data-Dictionary.pdf

HMIS Lead Partnership Agreement
Program Management Information System of the Southeast

PromisSE

Participation Agreement Between
One Roof and

_____
(**Name of Continuum Designated HMIS Lead Agency**)

This agreement is entered into on _____(dd/mm/yy) between One Roof, designated as PromisSE's HMIS Lead Agency, and the above stated Continuum designated Lead HMIS Agency hereafter known as "HMIS Lead," regarding access and use of the Program Management Information System, hereafter known as "PromisSE."

I. Introduction
The purpose of HMIS is to record and store client-level information about the numbers, characteristics and needs of persons who use homeless housing and supportive services, to produce an unduplicated count of homeless persons for each Continuum of Care in addition to the implementation; to understand the extent and nature of homelessness locally, regionally and nationally; and to understand patterns of service usage and measure the effectiveness of programs and systems of care.

PromisSE's goals are to:
• Improve coordinated care for and services to homeless and at-risk persons in the PromisSE service area,
• Provide a user-friendly and high quality automated records system that expedites client intake procedures, improves referral accuracy, increases case management and administrative tools, creates a tool to follow demographic trends and service utilization patterns of families and individuals either currently experiencing or at risk of experiencing homelessness, and supports the collection of quality information that can be used for program improvement and service-planning.
• Meet the reporting requirements of the U.S. Department of Housing and Urban Development (HUD) and other funders as needed.

In compliance with all state and federal requirements regarding client/consumer confidentiality and data security, the PromisSE is designed to collect and deliver timely, credible, quality data about services and homeless persons or persons at risk for being homeless.

II. One Roof Responsibilities

1. One Roof, as PromisSE's HMIS Lead Agency, will offer initial training for the HMIS Coordinator of each local HMIS Lead Agency, regarding the use of the HMIS compliant software used by PromisSE, so that the HMIS Coordinator will take responsibility for training end users within their Continuum. One Roof will provide notification of any Regional and other periodic training offered to HMIS Lead Agencies electronically at least two weeks in advance, barring extenuating circumstances.

2. One Roof, as PromisSE's HMIS Lead Agency, will provide PromisSE software support and technical assistance (i.e., general trouble-shooting and assistance with standard report generation) to the HMIS Coordinator of each local HMIS Lead Agency. Access to this basic technical assistance will be

available during normal business hours Monday through Friday (with the exclusion of holidays) and limited availability outside of normal business hours.

3. One Roof will establish a fee structure for financing the software utilized by PromisSE, including an administrative fee.

4. One Roof will invoice participants in a timely manner.

5. One Roof will order user licenses at the request of the HMIS Coordinator of each local HMIS Lead Agency.

III. HMIS Lead Agency's Responsibilities

1. The HMIS Lead Agency agrees to maintain documentation of their annual designation as HMIS Lead Agency by their local Continuum of Care as established by HUD and notify One Roof, as PromisSE's HMIS Lead Agency, within 48 hours of any changes in this designation.
2. The HMIS Lead Agency agrees to participate as a member of the Program Management Information System of the Southeast's Steering Committee , the governing entity of PromisSE.
3. The HMIS Lead Agency agrees to designate and provide training for a Continuum System Administrator responsible for administering the PromisSE within the Continuum.
4. The HMIS Lead Agency agrees to support the HMIS Coordinator to ensure the Continuum Agencies who participate in PromisSE follow the basic standards as described in the PromisSE Policy and Procedure Manual and any Federal standards that supersede the Policies and Procedures.
5. The HMIS Lead Agency agrees to pay One Roof in full and on time for use of the PromisSE software and services associated with the HMIS software.
6. The HMIS Lead Agency agrees to make end user license and reporting license requests through One Roof.
7. The HMIS Lead Agency agrees to make Bowman requests through One Roof.

IV. Custody of Data

1. The HMIS Lead Agency and One Roof understand that the HMIS Lead Agency, agencies and One Roof as administrators, are custodians – NOT owners - of the data on behalf of the PromisSE participating agencies, or Contributing HMIS Organizations (CHOs).
2. In the event that PromisSE ceases to exist, Continuums will be notified and provided reasonable time to access and save client data on those served by their Contributing HMIS Organizations (CHOs), as well as statistical and frequency data from the entire system. Thereafter, the information collected by the centralized server will be purged or appropriately stored.
3. In the event that One Roof ceases to exist, the custodianship of the data within PromisSE will be transferred to the agency designated as the new PromisSE HMIS Lead Agency by the PromisSE Steering Committee for continuing administration, and all PromisSE Continuums will be informed in a timely manner.
4. In the event that the HMIS Lead Agency ceases to exist, the custodianship of the data within PromisSE will be transferred to the either the local Continuum of Care or the organization designated by the local Continuum of Care as the new HMIS Lead Agency for continuing administration.

V. Hold Harmless

1. One Roof makes no warranties, expressed or implied. The HMIS Lead Agency, at all times, will indemnify and hold One Roof harmless from any damages, liabilities, claims, and expenses that may be claimed against the HMIS Lead; or for injuries or damages to the HMIS Lead Agency or another party arising from participation in the PromisSE; or arising from any acts, omissions, neglect, or fault of the HMIS Lead Agency or its agents, employees, licensees, or clients; or arising from the HMIS Lead Agency's failure to comply with laws, statutes, ordinances, or regulations applicable to it or the conduct of its business. This HMIS Lead Agency will also hold One Roof harmless for loss or damage resulting in the loss of data due to delays, non-deliveries, mis-deliveries, or service interruption caused by the chosen

software vendor for PromisSE by the HMIS Lead Agency's or other member agency's negligence or errors or omissions, as well as natural disasters, technological difficulties, and/ or acts of God. One Roof shall not be liable to the HMIS Lead Agency for damages, losses, or injuries to the HMIS Lead Agency or another party other than if such is the result of gross negligence or willful misconduct of One Roof. One Roof agrees to hold the HMIS Lead Agency harmless from any damages, liabilities, claims or expenses caused solely by the negligence or misconduct of One Roof.

2. It is the responsibility of the HMIS Lead Agency to ensure that each participating Agency within the Continuum maintain compliance with all PromisSE Policies and Procedures in addition to any required by Federal standards.

VI. Terms and Conditions

1. The HMIS Lead Agency shall not transfer or assign any rights or obligations under the Participation Agreement without the written consent of One Roof.

2. This agreement shall remain in force until revoked in writing by either party, with 30 days advance written notice. The exception to this term occurs if allegations or actual incidences arise regarding possible or actual breaches of this agreement. Should such situations arise, the One Roof PromisSE System Administrator may immediately suspend access to PromisSE until the allegations are resolved in order to protect the integrity of the system.

3. This agreement may be modified or amended by written agreement executed by both parties with 30 days advance written notice.

IN WITNESS WHEREOF, the parties have entered into this Agreement:

One Roof
1704 5th Ave N
Birmingham, AL 35203

(205)254-8833
One Roof Telephone Number

_____
One Roof Representative Printed Name

_____
One Roof Representative Title

_____
One Roof Representative Signature

_____
Date (mm/dd/yy)

Continuum Name

_____
HMIS Lead Agency Name

_____
HMIS Lead Agency Address

_____
HMIS Lead Agency City, State ZIP

_____
HMIS Lead Agency Telephone Number

_____
HMIS Lead Agency Rep. Printed Name

_____
HMIS Lead Representative Title

_____
HMIS Lead Representative Signature

_____
Date (mm/dd/yy)

Appendix L
HMIS Lead Partnership Agreement

Appendix L
HMIS Lead Partnership Agreement

Assurance
Program Management Information System of Alabama
HMIS Lead Agency
One Roof
ASSURANCE

_____ (Name of HMIS Lead) assures that the following fully executed documents will be on file and available for review.

- o Documentation of the designation of the HMIS Lead Agency's by the local Continuum of Care.

- o The HMIS Lead Agency's Board Approved Confidentiality Policy.

- o The HMIS Lead Agency's Official Privacy Notice for PromisSE clients.

- o Documentation authenticating completion of required training for all PromisSE System Users in the Continuum.

- o A fully executed User Agreement for all PromisSE End Users in the Continuum.

- o A fully executed participation agreement for all PromisSE Contributing HMIS Organizations (CHOs)

- o A current HMIS Lead Agency PromisSE Policy and Procedure Manual.

- o The HMIS Lead Agency's Conflict of Interest Policy.

- o The HMIS Lead Agency's Whistleblower Policy.

By: _____

Title: _____

Signature: _____

Date: _____

CoC System Administrator Agreement

Name:_____

CoC Name:_____

All HMIS participating CoCs must designate and staff one HMIS System Administrator. System Administrator requirements and responsibilities include, but are not limited to, the following:

- Has completed, at minimum, System Administrator training.

- Ensure that all Agency users have signed End User Agreement documents on file.

- Ensure that all Users complete an annual End User Certification Test, which includes Privacy and Security training.

- Ensure that all Users have completed workflow training and related updates, and have documentation of training.

- Ensure that the CoC is in compliance with the CoC Data Security standards.

- Ensure that the CoC is in compliance with the PromisSE HMIS Policies and Procedures.

- Ensure that all Users have submitted a criminal background check.

The original System Administrator Agreement shall be kept on file at the CoC. Forms completed by individuals no longer employed by the CoC shall be kept on file for a minimum of five years.

One Roof makes no warranties, expressed or implied. The CoC, at all times, will indemnify and hold the One Roof harmless from any damages, liabilities, claims, and expenses that may be claimed against the CoC; or for injuries or damages to the CoC or another party arising from participation in the *promisSE*; or arising from any acts, omissions, neglect, or fault of the Agency or its agents, employees, licensees, or clients; or arising from the CoC's failure to comply with laws, statutes, ordinances, or regulations applicable to it or the conduct of its business. This CoC will also hold One Roof harmless for loss or damage resulting in the loss of data due to delays, non-deliveries, mis-deliveries, or service interruption caused by Bowman Information Systems, by the CoC's or other member agency's negligence or errors or omissions, as well as natural disasters, technological difficulties, and/ or acts of God. One Roof shall not be liable to the CoC for damages, losses, or injuries to the CoC or another party other than if such is the result of gross negligence or willful misconduct of One Roof. One Roof agrees to hold the CoC harmless from any damages, liabilities, claims or expenses caused solely by the negligence or misconduct of OneRoof.

This agreement is in effect for a period of one (1) year after date of signing. Failure to comply with the provisions of this System Administrator Agreement is grounds for immediate termination of access. Your signature below indicates your agreement to comply with this System Administrator Agreement.

_____   _____
Employee Printed Name   CoC Official Printed Name

_____   _____
Employee Signature   CoC Official Signature

_____   _____
Date (mm/dd/yy)   Date (mm/dd/yy)

CoC System Security Officer Agreement

Name:_____

Agency Name:_____

All HMIS participating CoCs must designate and staff one CoC HMIS Security Officer. Security Officer requirements and responsibilities include, but are not limited to, the following:

- Ensures that all staff using the system complete annual privacy and security training. Training must be provided by the CoC designated trainers and be based on the CoC Privacy and Security standards.

- Conducts an annual security review of the CoC that includes reviewing compliance with the Privacy and Security sections of the PromisSE Homeless Management Information System (HMIS) Operating Policy and Procedure. The CoC must document the findings of the review on the Privacy and Security Checklist and submit the findings to the Lead HMIS System Administrator no later than December 31st of each year.

- Notifies the local Lead Agency System Administrator when a System Administrator leaves the organization or revision of the user's access level is needed because of a change in job responsibilities. The notification must be made within 48 hours of the change.

- Reports any security or privacy incidents to the local Lead HMIS System Administrator for the CoC Jurisdiction. The System Administrator investigates the incident including running applicable audit reports. If the System Administrator and Security Officer determine that a breach has occurred and/or the staff involved violated privacy or security guidelines, the System Administrator will report to the chair of the CoC. A Corrective Action Plan will be implemented. Components of the Plan must include at minimum supervision and retraining. It may also include removal of HMIS license, client notification if a breach has occurred, and any appropriate legal action.

The original Security Officer Agreement shall be kept on file at the CoC. Forms completed by individuals no longer employed by the Agency shall be kept on file for a minimum of five years.

One Roof makes no warranties, expressed or implied. The CoC, at all times, will indemnify and hold the One Roof harmless from any damages, liabilities, claims, and expenses that may be claimed against the CoC; or for injuries or damages to the CoC or another party arising from participation in the *promisSE*; or arising from any acts, omissions, neglect, or fault of the Agency or its agents, employees, licensees, or clients; or arising from the CoC's failure to comply with laws, statutes, ordinances, or regulations applicable to it or the conduct of its business. This CoC will also hold One Roof harmless for loss or damage resulting in the loss of data due to delays, non-deliveries, mis-deliveries, or service interruption caused by Bowman Information Systems, by the CoC's or other member agency's negligence or errors or omissions, as well as natural disasters, technological difficulties, and/ or acts of God. One Roof shall not be liable to the CoC for damages, losses, or injuries to the CoC or another party other than if such is the result of gross negligence or willful misconduct of One Roof. One Roof agrees to hold the CoC harmless from any damages, liabilities, claims or expenses caused solely by the negligence or misconduct of OneRoof.

This agreement is in effect for a period of one (1) year after date of signing. Failure to comply with the provisions of this System Security Officer Agreement is grounds for immediate termination of access. Your signature below indicates your agreement to comply with this System Security Officer Agreement.

_____   _____
Employee Printed Name   Agency Official Printed Name

_____   _____
Employee Signature   Agency Official Signature

_____   _____
Date (mm/dd/yy)   Date (mm/dd/yy)

Appendix O

CoC Agency Audit Checklist

____ Has completed and submitted Policies and Procedures Compliance Checklist

____ Has completed annual Privacy and Security Checklist

____ All End Users have executed End User Agreement

____ HUD Public Notice is posted and visible to clients

____ Has HMIS Privacy Notice and is available to clients

____ Has HMIS Privacy Policy which details the procedures of the Privacy Notice

____ HMIS Privacy Policy includes a remote access plan

____ Hard copy data is secure

____ HMIS workstations are password protected

____ HMIS workstations have time scheduled locked settings

____ All clients are entered into the System within 48 hours of intake

____ All End Users have received a copy of the HUD Data Elements

____ Staff members have been trained on the HUD definition of homelessness and understand the priority of homelessness documentation

____ Agency has process to ensure clients name is spelled properly and DOB is accurate

____ End Users are updated client information as required for program type through Interim Reviews and Follow Ups

____ Agency Admins or assigned staff are running monthly data quality reports and making corrective action in accordance with the requirements of the CoC Policies and Procedures

____ All End Users have had at least general ClientPoint training

Agency HMIS Performance Evaluation

Date: _____

Project: _____

Program manager:_____

Score the Project on each of the following performance measures on a scale of 0-4. Where
4 = Far exceeds expectation, 3= Exceeds expectation, 2= Expected performance, 1 = Marginal performance,
0=Unsatisfactory.

    A. Timeliness   _____

    B. Completeness   _____

    C. Accuracy   _____

    D. Consistency   _____

    E. Utilization of PromisAL (HMIS) Modules   _____

Overall Data Quality Score (sum of items A-E)   _____

Does the project meet HUD data quality standards? Yes   No

Comments:

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_____

Signature of Reviewer   Date

2018 HDX Competition Report

PIT Count Data for AL-504 - Montgomery City & County CoC

Total Population PIT Count Data

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count	367	377	369
Emergency Shelter Total	173	221	173
Safe Haven Total	0	0	0
Transitional Housing Total	120	93	127
Total Sheltered Count	293	314	300
Total Unsheltered Count	74	63	69

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	28	45	63
Sheltered Count of Chronically Homeless Persons	18	39	41
Unsheltered Count of Chronically Homeless Persons	10	6	22

2018 HDX Competition Report

PIT Count Data for AL-504 - Montgomery City & County CoC

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	21	30	28
Sheltered Count of Homeless Households with Children	20	29	28
Unsheltered Count of Homeless Households with Children	1	1	0

Homeless Veteran PIT Counts

	2011	2016	2017	2018
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	59	41	55	54
Sheltered Count of Homeless Veterans	34	40	53	48
Unsheltered Count of Homeless Veterans	25	1	2	6

2018 HDX Competition Report

HIC Data for AL-504 - Montgomery City & County CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2018 HIC	Total Beds in 2018 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	213	6	207	100.00%
Safe Haven (SH) Beds	0	0	0	NA
Transitional Housing (TH) Beds	147	54	93	100.00%
Rapid Re-Housing (RRH) Beds	55	0	55	100.00%
Permanent Supportive Housing (PSH) Beds	464	0	241	51.94%
Other Permanent Housing (OPH) Beds	0	0	0	NA
Total Beds	879	60	596	72.77%

2018 HDX Competition Report

HIC Data for AL-504 - Montgomery City & County CoC

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC	2018 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	384	403	134

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

Households with Children	2016 HIC	2017 HIC	2018 HIC
RRH units available to serve families on the HIC	9	9	7

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC	2018 HIC
RRH beds available to serve all populations on the HIC	47	58	55

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Summary Report for AL-504 - Montgomery City & County CoC

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.
Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2016	FY 2017	Submitted FY 2016	FY 2017	Difference	Submitted FY 2016	FY 2017	Difference
1.1 Persons in ES and SH	1042	1285	78	79	1	39	34	-5
1.2 Persons in ES, SH, and TH	1157	1389	104	97	-7	49	39	-10

b. This measure is based on data element 3.17.

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

 The construction of this measure changed, per HUD's specifications, between FY 2016 and FY 2017. HUD is aware that this may impact the change between these two years.

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2016	FY 2017	Submitted FY 2016	FY 2017	Difference	Submitted FY 2016	FY 2017	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	1031	1293	158	307	149	56	92	36
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	1141	1419	181	321	140	76	105	29

2018 HDX Competition Report

FY2017 - 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.

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

	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	
		FY 2017	% of Returns	FY 2017	% of Returns	FY 2017	% of Returns	FY 2017	% of Returns
Exit was from SO	1	0	0%	0	0%	0	0%	0	0%
Exit was from ES	242	32	13%	12	5%	20	8%	64	26%
Exit was from TH	91	15	16%	6	7%	6	7%	27	30%
Exit was from SH	0	0		0		0		0	
Exit was from PH	135	4	3%	3	2%	0	0%	7	5%
TOTAL Returns to Homelessness	469	51	11%	21	4%	26	6%	98	21%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

2018 HDX Competition Report

FY2017 - 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).

	January 2016 PIT Count	January 2017 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	367	377	10
Emergency Shelter Total	173	221	48
Safe Haven Total	0	0	0
Transitional Housing Total	120	93	-27
Total Sheltered Count	293	314	21
Unsheltered Count	74	63	-11

Metric 3.2 – Change in Annual Counts

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

	Submitted FY 2016	FY 2017	Difference
Universe: Unduplicated Total sheltered homeless persons	1201	1429	228
Emergency Shelter Total	1066	1301	235
Safe Haven Total	0	0	0
Transitional Housing Total	191	202	11

2018 HDX Competition Report

FY2017 - 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 FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	53	49	-4
Number of adults with increased earned income	0	0	0
Percentage of adults who increased earned income	0%	0%	0%

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

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	53	49	-4
Number of adults with increased non-employment cash income	0	10	10
Percentage of adults who increased non-employment cash income	0%	20%	20%

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

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	53	49	-4
Number of adults with increased total income	0	10	10
Percentage of adults who increased total income	0%	20%	20%

FY2017 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	21	16	-5
Number of adults who exited with increased earned income	2	1	-1
Percentage of adults who increased earned income	10%	6%	-4%

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	21	16	-5
Number of adults who exited with increased non-employment cash income	7	3	-4
Percentage of adults who increased non-employment cash income	33%	19%	-14%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	21	16	-5
Number of adults who exited with increased total income	9	4	-5
Percentage of adults who increased total income	43%	25%	-18%

2018 HDX Competition Report
FY2017 - 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 2016	FY 2017	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	1014	1239	225
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.	185	272	87
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)	829	967	138

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	1303	1387	84
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.	238	329	91
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.)	1065	1058	-7

2018 HDX Competition Report
FY2017 - 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 FY2017 (Oct 1, 2016 - Sept 30, 2017) reporting period.

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

	Submitted FY 2016	FY 2017	Difference
Universe: Persons who exit Street Outreach	54	5	-49
Of persons above, those who exited to temporary & some institutional destinations	37	1	-36
Of the persons above, those who exited to permanent housing destinations	15	0	-15
% Successful exits	96%	20%	-76%

Metric 7b.1 – Change in exits to permanent housing destinations

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

	Submitted FY 2016	FY 2017	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	1031	1258	227
Of the persons above, those who exited to permanent housing destinations	343	358	15
% Successful exits	33%	28%	-5%

Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2016	FY 2017	Difference
Universe: Persons in all PH projects except PH-RRH	466	223	-243
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	313	210	-103
% Successful exits/retention	67%	94%	27%

2018 HDX Competition Report
FY2017 - SysPM Data Quality

AL-504 - Montgomery 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 HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports into order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.

2018 HDX Competition Report
FY2017 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017
1. Number of non-DV Beds on HIC	114	147	248	237	289	207	110	92	429	493	514	486	43	11	47	58				
2. Number of HMIS Beds	114	132	233	222	289	207	110	92	222	201	249	259	43	11	47	58				
3. HMIS Participation Rate from HIC (%)	100.00	89.80	93.95	93.67	100.00	100.00	100.00	100.00	51.75	40.77	48.44	53.29	100.00	100.00	100.00	100.00				
4. Unduplicated Persons Served (HMIS)	615	837	1209	1302	325	234	182	202	240		277	256	139	235	282	127	44	65	55	8
5. Total Leavers (HMIS)	543	667	1030	1135	250	171	122	146	27	51		32	79	170	207	90	42	57	54	5
6. Destination of Don't Know, Refused, or Missing (HMIS)	291	63	422	14	44	31	31	6	4	1		1	0	0	0	3	0	0	0	0
7. Destination Error Rate (%)	53.59	9.45	40.97	1.23	17.60	18.13	25.41	4.11	14.81	1.96		3.13	0.00	0.00	0.00	3.33	0.00	0.00	0.00	0.00

2018 HDX Competition Report

Submission and Count Dates for AL-504 - Montgomery City & County CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2018 PIT Count	1/23/2018	

Report Submission Date in HDX

	Submitted On	Met Deadline
2018 PIT Count Submittal Date	4/27/2018	Yes
2018 HIC Count Submittal Date	4/27/2018	Yes
2017 System PM Submittal Date	5/30/2018	Yes

Continuum of Care Written Standards

The Mid-Alabama Coalition for the Homeless is the Continuum of Care (CoC) responsible for coordinating and implementing a system to meet the needs of the population and subpopulations experiencing homelessness within the geographic area of Montgomery, Autauga, Bullock, Elmore and Lowndes Counties, Alabama. Both the Emergency Solution Grant Rules and Regulations (ESG) and the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Continuum of Care Program Interim Rules state that the Continuum of Care (CoC), in consultation with recipients of Emergency Solutions Grants program funds within the geographic area, (1) establish and consistently follow written standards for providing Continuum of Care assistance, (2) establish performance targets appropriate for population and program type, and (3) monitor recipient and sub-recipient performance.

All programs that receive CoC funding and operate within the MACH-designated counties are required to abide by these written standards. The CoC strongly encourages programs that do not receive either of these sources of funds to accept and utilize these written standards.

 The written standards have been established to ensure that persons experiencing homelessness who enter programs throughout the CoC will be given similar information and support to access and maintain permanent housing.

The Continuum of Care Written Standards will include:
- Policies and procedures for evaluating individuals' and families' eligibility for assistance under this part;
- Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;
- Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance;
- Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance;
- Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance;

The CoC Written Standards have been approved by the CoC board. The Written Standards will be reviewed and revised as needed but at least annually. Agreement to abide by the Written Standards will be a condition of accepting CoC funding.

I.   PROGRAM REQUIREMENTS FOR ALL PROGAMS

- Programs must coordinate with other targeted homeless services within the CoC.
- Programs must coordinate with mainstream resources in the CoC including housing, social services, employment, education and youth programs for which participants may be eligible.
- Programs must have written policies and procedures and must consistently apply them to all participants.
- Programs that serve households with children or unaccompanied children of school age must designate a staff person to serve as the educational liaison that will ensure that children are enrolled in school, connected to appropriate services in the community, including early childhood program such as Head Start and the education services available under the McKinney-Vento Homeless Children and Youth Program.
- Programs receiving CoC funding must participate in HMIS (Homeless Management Information System), however all homeless programs are strongly encouraged to participate in HMIS.
    - Programs must meet minimum HMIS data quality standards
    - Programs providing Domestic Violence or Legal Services may opt out of HMIS participation but must utilize a comparable database to collect HUD required data elements
- After allowing for a period of self-resolve, if applicable, programs must conduct a VI-SPIDAT assessment to determine eligibility and the amount and type of assistance needed to regain stability in permanent housing and to place the client on the coordinated assessment priority list.
- Program rules and regulations should be designed in the spirit of inclusion rather than as grounds for denial or termination. Programs should exercise judgment and examine all extenuating circumstances in determining when violations are serious enough to warrant termination so that a program participant's assistance is terminated only in the most severe cases.
- Programs must have a formal procedure for terminating assistance to a participant that recognizes the rights of the participant(s) involved.
    - Programs must use judgment and examine all extenuating circumstances in determining that a violation should result in termination
    - Every effort should be made to allow the participant to remain in the program; termination should only be exercised in the most severe cases.

- Programs must make known that use of the facilities and services are available to all on a nondiscriminatory basis.
- Programs may not engage in inherently religious activities such as worship, religious instruction or proselytization as part of the programs or services funded under the CoC. These activities can be conducted but must be separate and voluntary for program participants.

II.   RECORDKEEPING REQUIREMENTS FOR ALL PROGRAMS

- Participant Recordkeeping Requirements include:
    - All records containing personally identifying information must be kept secure and confidential, and programs must have written confidentiality/privacy notice a copy of which should be made available to participants if requested
    - Documentation of homelessness (following HUDs guidelines)
    - A record of services and assistance provided to each participant
    - Documentation of any applicable requirements for providing services/assistance
    - Documentation of use of coordinated assessment system
    - Documentation of use of HMIS
    - Records must be retained for the appropriate amount of time as prescribed by HUD

- Financial Recordkeeping Requirements include:
    - Documentation for all costs charged to the grant
    - Documentation that funds were spent on allowable costs
    - Documentation of the receipt and use of program income
    - Documentation of compliance with expenditure limits and deadlines
    - Retain copies of all procurement contracts as applicable
    - Documentation of amount, source and use of resources for each match contribution

III.   TRANSITIONAL HOUSING

Transitional Housing (TH) facilitates the movement of homeless individuals and families to permanent housing within 24 months of entering TH.

Minimum Standards
- Participants must meet the HUD definition of homelessness
- Maximum length of stay cannot exceed 24 months
- Assistance in transitioning to permanent housing must be provided

- Supportive services must be provided throughout the duration of stay in transitional housing
- Program participants in transitional housing must enter into a lease agreement for a term of at least one month. The lease must be automatically renewable upon expiration, except on prior notice by either party, up to a maximum term of 24 months

Accessing Transitional Housing Programs
- All referrals for TH programs, other than DV programs, will come through the Coordinated Entry System.
- Each TH program in the CoC will provide accurate and up-to-date information on eligibility criteria for the program; ie. – gender specific, individuals/families.

Minimum Performance Benchmarks
- 65% or more of all participants will exit to a permanent housing situation
- 55% or more of adult participants will have income from sources other than employment
- 55% or more of all participants have mainstream (non-cash) benefits at exit from program
- 20% or more of adult participants have employment income
- 20% or more of adult participants will increase employment income
- 25% or more of adult participants will increase income from all sources

IV. RAPID RE-HOUSING PROGRAMS (RRH)

Rapid Re-Housing Programs (RRH) provide housing relocation and stabilization services and short or medium term rental assistance as needed to help a homeless individual or family move as quickly as possible to permanent housing and achieve stability in that housing.

Minimum Standards
- Participants must meet the HUD definition of homelessness
- Maximum participation in a rapid rehousing program cannot exceed 24 months
- Services that must be provided include landlord outreach, assessment of housing barriers, financial assistance, and case management
- Support services must be provided throughout the duration of stay in housing

Accessing RRH Programs
- 80% of participants will come through the Coordinated Assessment system.

- Each RRH program in the CoC will provide accurate and up-to-date information on eligibility criteria for the program; and program requirements.

Minimum Performance Benchmarks:
- 80% or more of all participants remain stable in RRH or exit to a different permanent housing situation
- 55% or more of adult participants will have income from sources other than employment
- 55% or more of adult participants will increase income from sources other than employment
- 55% or more of all participants have mainstream (non-cash) benefits at exit from program
- 20% or more of adult participants have employment income
- 20% or more of adult participants increase employment income

V.   PERMANENT SUPPORTIVE HOUSING

Permanent housing is community-based housing, the purpose of which is to provide housing without a designated length of stay.

Minimum Standards
- Participants must meet the HUD definition of homelessness
- PSH can only provide assistance to individuals with disabilities and families in which at least one adult or child has a disability
- There can be no predetermined length of stay for a PSH program
- Supportive services designed to meet the needs of the program participants must be made available to the program participants throughout the duration of stay in PSH
- Program participants in PSH must enter into a lease agreement for an initial term of at least one year. The lease must be automatically renewable upon expiration, except on prior notice by either party, up to a maximum term of 24 months
- Turnover beds in PSH projects will be prioritized for the chronically homeless

Accessing PSH Programs
- 80% of participants will come through the Coordinated Assessment system.
- Each PSH program in the CoC will provide accurate and up-to-date information on eligibility criteria for the program; ie. – gender specific, individuals/families

Minimum Performance Benchmarks
- 80% or more of all participants remain stable in PSH or exit to a different permanent housing situation

- 55% or more of adult participants will have income from sources other than employment
- 55% or more of adult participants will increase income from sources other than employment
- 55% or more of all participants have mainstream (non-cash) benefits at exit from program
- 20% or more of adult participants have employment income
- 20% or more of adult participants increase employment income

VI.   COORDINATED ASSESSMENT AND PRIORITIZATION

MACH's has adopted the order of priority prescribed in HUD's Notice CPD-16-011: *Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing.* Recipients of CoC-funded PSH are required to follow the order of priority when selecting participants for housing, in a manner consistent with their current grant agreement.

Recipients of CoC Program-funded PSH should follow the order of priority below while also considering the goals and any identified target populations served by the project. For example, a CoC Program-funded PSH project that is permitted to target homeless persons with a serious mental illness should follow the order of priority under Section VI.A. of these standards to the extent in which persons with serious mental illness meet the criteria. In this example, if there were no persons with a serious mental illness that also met the criteria of chronically homeless within the CoC's geographic area, the recipient should follow the order of priority under Section VI.B for persons with a serious mental illness.

A. Order of Priority for CoC-Program funded Permanent Supportive Housing Beds Dedicated or Prioritized for Occupancy by Persons Experiencing Chronic Homelessness
    1. Chronically Homeless Individuals and Families with the Longest Histories Residing in Places not meant for Human Habitation, in Emergency Shelters, and in Safe Havens and with the Most Severe Service Needs.
    2. Chronically Homeless Individuals and Families with the Longest Histories Residing in Places not meant for Human Habitation, in Emergency Shelters, and in Safe Havens
    3. Chronically Homeless Individuals and Families with the Most Severe Service Needs.
    4. All Other Chronically Homeless Individuals and Families.

B. Order of Priority in Permanent Supportive Housing Beds Not Dedicated or
    Prioritized for Persons Experiencing Chronic Homelessness
    1. Homeless Individuals and Families with a Disability with Long Periods of
        Episodic Homelessness and Severe Service Needs
    2. Homeless Individuals and Families with a Disability with Severe Service Needs
    3. Homeless Individuals and Families with a Disability Coming from Places Not
        Meant for Human Habitation, Safe Havens, or Emergency Shelters without
        Severe Service Needs
    4. Homeless Individuals and Families with a Disability Coming from Transitional
        Housing

    • Recipients must exercise due diligence when conducting outreach and
       assessment to ensure that persons are prioritized for assistance based on their
       length of time homeless and the severity of their needs following the order of
       priority described above. HUD and the CoC recognize that some persons–
       particularly those living on the streets or in places not meant for human
       habitation–might require significant engagement and contacts prior to their
       entering housing and recipients are not required to keep units vacant indefinitely
       while waiting for an identified eligible individual or family to accept an offer of
       PSH.
    • Recipients of CoC Program-funded PSH are encouraged to follow a Housing
       First approach to the maximum extent practicable. Street outreach providers
       should continue to make attempts to engage those persons that have been
       resistant to accepting an offer of PSH and these individuals and families must
       continue to be prioritized until they are housed.
    • The Priority List will be maintained via the HMIS system.
    • Any agency representative may assess a client to be placed on the list.
    • Case Managers will use the VI-SPDAT assessment to determine the vulnerability
       score.
    • Under no circumstances shall the order of priority be based upon diagnosis or
       disability type, but instead on the length of time an individual or family has been
       experiencing homelessness and the severity of needs of the individual or family.
    • MACH will publish further guidelines to distribute to agency staff on the steps
       for utilizing the Coordinated Assessment system.

Methodology for AL-504 - Montgomery City & County CoC

Sheltered Population Total

1. What data source(s) was used to produce the total number of people included in the sheltered population (staying in an emergency shelter, Safe Haven, or transitional housing) on the night of the count? Please indicate the percentage of the PIT count derived from each of the sources. (If a source was not used, please enter zero).

HMIS Data	**80%**
Provider-level surveys	**2%**
Client-level surveys	**17%**
Observation	**1%**
Other	**0%**
Total	**100%**

2. Was the CoC able to collect information about the number of people being sheltered on the night of the count from all emergency shelters, Safe Havens, and transitional housing projects listed on the HIC or only some? listed on your HIC or only some?

- Complete census count

3. What information or method(s) was used to de-duplicate the count of the total number of people included in the sheltered population?

- Comparison of personally identifying information (PII), such as name, date of birth, and Social Security Number

- Comparison of unique client identifiers (not PII)

- Blitz count of persons in shelters (i.e., count occurred at same time to avoid double counting)

- Interview/survey question(s) with screening questions (e.g., have you already completed a count survey)

Sheltered Subpopulation

4. What data source(s) was used to produce the demographic and subpopulation data included in the sheltered population (staying in an emergency shelter, Safe Haven, or transitional housing) on the night of the count? (select all that were used)

- HMIS Data

- Provider-level surveys

5. Was the CoC able to collect information about the demographic and subpopulation characteristics of all sheltered people or only some?

- All sheltered people

6. Looking at the change in your sheltered count from last year's count, please choose up to three reasons that best explains these changes from the drop down list below.

- Change in emergency shelter capacity

- Weather

Please provide a brief description of these specific factors (500 word limit):

One of our CoC\'s shelters was closed at the time of the PIT count due to lack of capacity. Extreme cold and/or hot weather also impacts counts.

Unsheltered Population

7. What approach(es) was used to count the total number of people included in the unsheltered population during the PIT count. (select all that were used)

- "Night of the count" - complete census

- "Night of the count" - known locations

Point In Time Methodology for AL-504 - Montgomery City & County CoC

7a. Were certain areas within the CoC geography specifically excluded because the CoC had reason to believe there were no unsheltered people in those areas?

No

7c. In areas that were canvassed, did the CoC count all unsheltered people in those areas or a sample of people?

 - All people encountered during the count

8. What information or method(s) was used to de-duplicate the total count of people in the unsheltered population? (Check all that apply)

 - Comparison of personally identifying information (PII), such as name, date of birth, and Social Security Number

 - Comparison of unique client identifiers (not PII)

- Blitz count of unsheltered people (i.e., canvassing of different areas occurred at same time to avoid double counting)

Unsheltered Subpopulations

9. What approach(es) was used to collect demographic and subpopulation data about unsheltered people included in the unsheltered population during the PIT count?

- Surveys/interviews of people identified as unsheltered on the night of the PIT count

- Surveys/interviews of people identified within 7 days following the night of the PIT count night who may have been unsheltered on the night of the PIT count (e.g., "service-based" surveys at locations where people who are homeless go for assistance)

10. Were all people who were encountered during canvassing on the night of the count or during post night of the count PIT activities asked to complete a survey/interview?

- All people encountered were surveyed

11. What information or method(s) was used to produce an unduplicated total count of homeless people across your sheltered and unsheltered populations?

- Comparison of personally identifying information (PII), such as name, date of birth, and Social Security Number
- Comparison of unique client identifiers (not PII)

- Blitz count of unsheltered people (i.e., sheltered and unsheltered counts occurred at same time to avoid double counting)
- Interview/survey question(s) with screening questions (e.g., have you already completed a count survey)

12. Looking at the change in your unsheltered count from last year's count, please choose up to three reasons that best explains these changes from the drop down list below

- Weather

Please provide a brief description of these specific factors (500 word limit):

There was a 6 person increase from last year\'s count. The weather was slightly warmer this year, possibly resulting in more individuals being out in the open and visible.

Point In Time Methodology for AL-504 - Montgomery City & County CoC

Point-in-Time Count AL-504 Montgomery City & County CoC

Population: Sheltered and Unsheltered Count

Persons in Households with at least one Adult and one Child

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total Number of Households	8	20	0	28
Total Number of persons (Adults & Children)	27	70	0	97
Number of Persons (under age 18)	18	43	0	61
Number of Persons (18 - 24)	0	2	0	2
Number of Persons (over age 24)	9	25	0	34

Gender (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Female	20	44	0	64
Male	7	26	0	33
Transgender	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0

Ethnicity (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Non-Hispanic/Non-Latino	27	70	0	97
Hispanic/Latino	0	0	0	0

Point-in-Time Count AL-504 Montgomery City & County CoC

Race (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
White	5	17	0	22
Black or African-American	22	52	0	74
Asian	0	0	0	0
American Indian or Alaska Native	0	1	0	1
Native Hawaiian or Other Pacific Islander	0	0	0	0
Multiple Races	0	0	0	0

Chronically Homeless (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total number of households	0		0	0
Total number of persons	0		0	0

Population: Sheltered and Unsheltered Count

Persons in Households with only Children

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	4	1	0	0	5
Total Number of children (under age 18)	8	1	0	0	9

Gender (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	4	0	0	0	4
Male	4	1	0	0	5
Transgender	0	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	0

Ethnicity (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latino	8	1	0	0	9
Hispanic/Latino	0	0	0	0	0

Race (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional			
White	0	0	0	0	0
Black or African-American	8	1	0	0	9
Asian	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
Multiple Races	0	0	0	0	0

Chronically Homeless (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	0		0	0	0

Point-in-Time Count AL-504 Montgomery City & County CoC

Population: Sheltered and Unsheltered Count

Persons in Households without Children

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	138	56	0	68	**262**
Total Number of persons (Adults)	**138**	**56**	**0**	69	263
Number of Persons (18 - 24)	6	4	0	2	**12**
Number of Persons (over age 24)	132	52	0	67	**251**

Gender (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	46	25	0	18	**89**
Male	92	31	0	51	**174**
Transgender	0	0	0	0	**0**
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	**0**

Ethnicity (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latino	135	54	0	69	**258**
Hispanic/Latino	3	2	0	0	**5**

Point-in-Time Count AL-504 Montgomery City & County CoC

Race (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
White	41	28	0	12	**81**
Black or African-American	91	25	0	56	**172**
Asian	0	0	0	0	**0**
American Indian or Alaska Native	0	1	0	0	**1**
Native Hawaiian or Other Pacific Islander	2	0	0	0	**2**
Multiple Races	4	2	0	1	**7**

Chronically Homeless (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	41		0	22	**63**

Date of PIT Count: 1/23/2018
Population: Sheltered and Unsheltered Count

Total Households and Persons

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	150	77	0	68	**295**
Total Number of Persons	173	127	0	69	**369**
Number of Children (under age 18)	26	44	0	0	**70**
Number of Persons (18 to 24)	6	6	0	2	**14**
Number of Persons (over age 24)	141	77	0	67	**285**

Gender

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	70	69	0	18	**157**
Male	103	58	0	51	**212**
Transgender	0	0	0	0	**0**
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	**0**

Ethnicity

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latino	170	125	0	69	**364**
Hispanic/Latino	3	2	0	0	**5**

Race

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
White	46	45	0	12	**103**
Black or African-American	121	78	0	56	**255**
Asian	0	0	0	0	**0**
American Indian or Alaska Native	0	2	0	0	**2**
Native Hawaiian or Other Pacific Islander	2	0	0	0	**2**

Chronically Homeless

Multiple Races

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	41		0	22	**63**

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Con   solidated Plan. (Type or clearly print the following information:)

Applicant Name: See Attached List

Project Name: See Attached List

Location of the Project: Autauga, Bullock, Elmore, Lowndes, and Montgomery Counties

Alabama

Name of the Federal Program to which the applicant is applying: HUD Continuum of Care Program Competition

Name of Certifying Jurisdiction: State of Alabama

Certifying Official of the Jurisdiction Name: Kenneth W. Boswell

Title: Director of Alabama Department of Economic and Community Affairs

Signature: *[signature]*

Date: 8/16/18

AL-504 Montgomery City & County CoC
Montgomery Area Coalition for the Homeless, Inc.
HUD-2991 Certification of Consistency with the Consolidated Plan
FY18 HUD Continuum of Care Program Competition

List of Applicants and Name of Projects

Grantee Name	Project Name
New Projects	
Montgomery Area Coalition for the Homeless, Inc.	AL-504 CoC Planning Application 2018
Montgomery Area Coalition for the Homeless, Inc.	Supportive Services Only – Coordinated Entry
Renewal Projects	
HandsOn River Region	HMIS ProjectLink

AL-504 Montgomery City & County CoC
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List of Applicants and Name of Projects

Grantee Name	Project Name
New Projects	
Montgomery Area Coalition for the Homeless, Inc.	AL-504 CoC Planning Application 2018
Montgomery Area Coalition for the Homeless, Inc.	Supportive Services Only – Coordinated Entry
Renewal Projects	
HandsOn River Region	HMIS ProjectLink
Montgomery Area Family Violence Program, Inc.	Joint Rapid Rehousing and Transitional Housing (Phase II) for Victims of Domestic Violence
Montgomery Area Family Violence Program, Inc.	Phase I Transitional Housing Program for Family Violence Victims
Lighthouse Counseling Center, Inc.	LIFE
Lighthouse Counseling Center, Inc.	Genesis
Montgomery Area Mental Health Authority	525 – Supportive Housing for Homeless Persons with Dual Diagnosis

Certification of Consistency
with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Con   solidated Plan.
(Type or clearly print the following information:)

Applicant Name: See Attached List

Project Name: See Attached List

Location of the Project: Montgomery, Alabama

Name of the Federal
Program to which the
applicant is applying: HUD Continuum of Care Program Competition

Name of
Certifying Jurisdiction: City of Montgomery, Alabama

Certifying Official
of the Jurisdiction
Name: Todd Strange

Title: Mayor

Signature:

Date: 8/14/18