Before Starting the CoC Application

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

 The Collaborative Applicant is responsible for:

- Reviewing the FY 2015 CoC Program Competition NOFA in its entirety for specific application and program requirements.
- Using the CoC Application Detailed Instructions for assistance with completing the application in e-snaps.
- Answering all questions in the CoC Application. It is the responsibility of the Collaborative Applicant to ensure that all imported and new responses in all parts of the application are fully reviewed and completed. When doing so, please keep in mind that:

 - This year, CoCs will see that a few responses have been imported from the FY 2013/FY 2014 CoC Application. Due to significant changes to the CoC Application questions, most of the responses from the FY 2013/FY 2014 CoC Application could not be imported.
  - For some questions, HUD has provided documents to assist Collaborative Applicants in filling out responses.
 - For other questions, the Collaborative Applicant must be aware of responses provided by project applicants in their Project Applications.
- Some questions require that the Collaborative Applicant attach a document to receive credit. This will be identified in the question.
 - All questions marked with an asterisk (*) are mandatory and must be completed in order to submit the CoC Application.

 For Detailed Instructions click here.

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

1A-1. CoC Name and Number: CA-512 - Daly City/San Mateo County CoC

1A-2. Collaborative Applicant Name: San Mateo County Human Services Agency

1A-3. CoC Designation: CA

1A-4. HMIS Lead: San Mateo County Human Services Agency

1B. Continuum of Care (CoC) Engagement

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

1B-1. From the list below, select those organizations and persons that participate in CoC meetings. Then select "Yes" or "No" to indicate if CoC meeting participants are voting members or if they sit on the CoC Board. Only select "Not Applicable" if the organization or person does not exist in the CoC's geographic area.

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board	Sits on CoC Board
Local Government Staff/Officials	Yes	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
Law Enforcement	No	Yes	Yes
Local Jail(s)	No	Yes	Yes
Hospital(s)	Yes	Yes	Yes
EMT/Crisis Response Team(s)	Yes	Yes	Yes
Mental Health Service Organizations	Yes	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes	Yes
Public Housing Authorities	Yes	Yes	Yes
CoC Funded Youth Homeless Organizations	Yes	Yes	Yes
Non-CoC Funded Youth Homeless Organizations	Yes	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes	Yes
CoC Funded Victim Service Providers	Yes	Yes	Yes
Non-CoC Funded Victim Service Providers	Not Applicable	Not Applicable	Not Applicable
Street Outreach Team(s)	Yes	Yes	Yes
Youth advocates	Yes	Yes	Yes
Agencies that serve survivors of human trafficking	Yes	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes	Yes
Advocates for Veterans	Yes	Yes	Yes

1B-1a. Describe in detail how the CoC solicits and considers the full range of opinions from individuals or organizations with knowledge of homelessness in the geographic area or an interest in preventing and ending homelessness in the geographic area.   Please provide two examples of organizations or individuals from the list in 1B-1 to answer this question.
(limit 1000 characters)

The CoC considers the full range of opinions by involving diverse stakeholders with knowledge and/or interest in ending and preventing homelessness in our governance and planning processes. The Governance Charter specifies that the CoC Steering Committee is composed of members with different expertise, including housing and service providers, mainstream service systems, businesses, funders, entitlement cities, homeless or formerly homeless people, and others. Examples: (1) Public Housing Authority: The Department Director is on the Steering Committee and his knowledge has helped to shape CoC initiatives to use mainstream housing resources for homeless people (including a set aside of MTW/HCVs) and develop strategies to target PSH for highest needs households; (2) Street Outreach: IVSN's expertise in homeless outreach has helped the CoC develop and implement the Homeless Outreach Teams (HOT) identifying chronically homeless people and connecting them with housing.

1B-1b. List Runaway and Homeless Youth (RHY)-funded and other youth homeless assistance providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.

Youth Service Provider (up to 10)	RHY Funded?	Participated as a Voting Member in at least two CoC Meetings within the last 12 months (between October 1, 2014 and November 15, 2015).	Sat on the CoC Board as active member or official at any point during the last 12 months (between October 1, 2014 and November 15, 2015).
StarVista	Yes	Yes	Yes
Mental Health Association	No	Yes	Yes

1B-1c. List the victim service providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.

Victim Service Provider for Survivors of Domestic Violence (up to 10)	Participated as a Voting Member in at least two CoC Meetings within the last 12 months (between October 1, 2014 and November 15, 2015).	Sat on CoC Board as active member or official at any point during the last 12 months (between October 1, 2014 and November 15, 2015).
CORA	Yes	Yes

1B-2. Does the CoC intend to meet the timelines for ending homelessness as defined in Opening Doors?

Opening Doors Goal	CoC has established timeline?
End Veteran Homelessness by 2015	Yes
End Chronic Homelessness by 2017	Yes
End Family and Youth Homelessness by 2020	Yes
Set a Path to End All Homelessness by 2020	Yes

1B-3. How does the CoC identify and assign the individuals, committees, or organizations responsible for overseeing implementation of specific strategies to prevent and end homelessness in order to meet the goals of Opening Doors?
(limit 1000 characters)

The CoC has established several committees responsible for overseeing the implementation of strategies to meet the goals of Opening Doors. The HOPE Interagency Council (IAC) serves as the oversight body to implement the 10 Year Plan to End Homelessness. This committee is leading the County's homeless systems redesign, a community planning effort to update the 10 Year Plan. The new plan, to be completed by February 2016, will have specific goals and strategies to end all homelessness in the community by 2020, including a detailed plan to meet the Opening Doors goals. This committee includes elected officials, County and City Department heads, the Dept of Veterans Affairs, non-profit leaders, faith based providers, funders, and businesses. There is also representation from all geographic areas, including entitlement cities. A Veterans Subcommittee is working on specific strategies for ending veterans homelessness and we are about to begin receiving TA from Vets@Home.

1B-4. Explain how the CoC is open to proposals from entities that have not previously received funds in prior CoC Program competitions, even if the CoC is not applying for any new projects in 2015.
(limit 1000 characters)

The CoC actively encourages new organizations to apply for CoC funds and in no way prohibits or restricts previously unfunded organizations from applying. Each year when the CoC NOFA is released, the CoC Lead Agency broadly announces the availability of new CoC funding by publishing a funding announcement on the agency website and a broadly distributed email blast. Lead Agency staff also communicate informally throughout the year with housing and service providers who may have projects in the development phase to ensure they are aware of the possibility of CoC funding. The factors that the CoC considers in determining whether to include a new project on the listing is based upon the approved Project Review and Ranking Criteria which are also published on the Lead Agency website. New projects are scored by an objective Review Panel based on a range of factors (e.g. project quality, target population). Existing grantees do not receive any preferential scoring.

1B-5. How often does the CoC invite new members to join the CoC through a publicly available invitation?   Quarterly

1C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

1C-1. Does the CoC coordinate with other Federal, State, local, private and other entities serving homeless individuals and families and those at risk of homelessness in the planning, operation and funding of projects? Only select "Not Applicable" if the funding source does not exist within the CoC's geographic area.

Funding or Program Source	Coordinates with Planning, Operation and Funding of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
HeadStart Program	Yes
Other housing and service programs funded through Federal, State and local government resources.	Yes

1C-2. The McKinney-Vento Act, as amended, requires CoCs to participate in the Consolidated Plan(s) (Con Plan(s)) for the geographic area served by the CoC. The CoC Program interim rule at 24 CFR 578.7(c)(4) requires that the CoC provide information required to complete the Con Plan(s) within the CoC's geographic area, and 24 CFR 91.100(a)(2)(i) and 24 CFR 91.110(b)(1) requires that the State and local Con Plan jurisdiction(s) consult with the CoC. The following chart asks for information about CoC and Con Plan jurisdiction coordination, as well as CoC and ESG recipient coordination.

CoCs can use the CoCs and Consolidated Plan Jurisdiction Crosswalk to assist in answering this question.

	Number	Percentage
Number of Con Plan jurisdictions with whom the CoC geography overlaps	5	
How many Con Plan jurisdictions did the CoC participate with in their Con Plan development process?	5	100.00%
How many Con Plan jurisdictions did the CoC provide with Con Plan jurisdiction level PIT data?	5	100.00%
How many of the Con Plan jurisdictions are also ESG recipients?	2	
How many ESG recipients did the CoC participate with to make ESG funding decisions?	2	100.00%

How many ESG recipients did the CoC consult with in the development of ESG performance standards and evaluation process for ESG funded activities?	2	100.00 %

1C-2a. Based on the responses selected in 1C-2, describe in greater detail how the CoC participates with the Consolidated Plan jurisdiction(s) located in the CoC's geographic area and include the frequency, extent, and type of interactions between the CoC and the Consolidated Plan jurisdiction(s).
(limit 1000 characters)

Each of the five Con Plan jurisdictions have a representative on the CoC Steering Committee and attend the quarterly CoC meetings. Some Con Plan jurisdiction representatives also serve on the CoC Project Performance subcommittee, which meets bi-annually. There are Homeless Outreach Teams (HOT) assigned to each entitlement jurisdiction, and staff from these cities (particularly law enforcement and community services) participate in monthly HOT case management meetings to problem solve how to best assist unsheltered homeless individuals in their jurisdiction to secure housing and meet service needs. The cities are very involved in planning and volunteer recruitment for the PIT count and the CoC Lead agency provides each City with HMIS data and final PIT count data for their Con. Plans, as well as written narrative about the CoC's approach to addressing homelessness. On average CoC Lead Agency staff meet with Con Plan jurisdiction staff at least 2 hours per month.

1C-2b. Based on the responses selected in 1C-2, describe how the CoC is working with ESG recipients to determine local ESG funding decisions and how the CoC assists in the development of performance standards and evaluation of outcomes for ESG-funded activities.
(limit 1000 characters)

The San Mateo County Department of Housing (DOH) is the only recipient of ESG funds in the County. The CoC Steering Committee provides input on drafting the ESG sections of the Con. Plan for the County, including the plan for fund allocation. Based on performance standards and evaluation criteria developed jointly by the CoC and DOH, ESG awards are made in combination with the awards for CDBG funding for homelessness related activities. The CoC also coordinates with the State of CA ESG program. We have developed and implemented a ranking policy for evaluating our local applications for State funding, in accordance with State requirements.

The CoC provides data from HMIS to the DOH for ESG planning purposes, to evaluate the performance of ESG recipients, and for reporting purposes. The DOH has delegated responsibility for management of all ESG contracts to H.S.A. (CoC Lead Agency) and H.S.A. monitors and evaluates the performance of ESG funded projects.

1C-3. Describe the how the CoC coordinates with victim service providers and non-victim service providers (CoC Program funded and non-CoC funded) to ensure that survivors of domestic violence are provided housing and services that provide and maintain safety and security. Responses must address how the service providers ensure and maintain the safety and security of participants and how client choice is upheld. (limit 1000 characters)

The CoC is committed to ensuring the safety and security of all DV survivors and supporting their housing choices:

Scenario A: Most households enter homeless assistance through one of 8 Core Service Agencies, the entry point to safety net services. DV survivors are assessed by trained staff who determine whether they should be referred to the victim services provider or other provider based on imminent danger and other factors. DV households referred to homeless programs are asked to provide HMIS data but have the option to refuse and still receive assistance.

Scenario B: There is only one victim service provider, CORA. Households enter by contacting the DV hotline, where they are assessed by trained workers and referred to CORA's shelter and services or to a homeless assistance provider. For those entering CORA programs, data is not entered into HMIS.

In both scenarios households have access to the same array of permanent housing options to exit the shelter system.

1C-4. List each of the Public Housing Agencies (PHAs) within the CoC's geographic area. If there are more than 5 PHAs within the CoC's geographic area, list the 5 largest PHAs. For each PHA, provide the percentage of new admissions that were homeless at the time of admission between October 1, 2014 and March 31, 2015, and indicate whether the PHA has a homeless admissions preference in its Public Housing and/or Housing Choice Voucher (HCV) program. (Full credit consideration may be given for the relevant excerpt from the PHA's administrative planning document(s) clearly showing the PHA's homeless preference, e.g. Administration Plan, Admissions and Continued Occupancy Policy (ACOP), Annual Plan, or 5-Year Plan, as appropriate).

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program from 10/1/14 to 3/31/15 who were homeless at entry	PHA has General or Limited Homeless Preference
Housing Authority of the County of San Mateo	2.00%	Yes-HCV

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

1C-5. Other than CoC, ESG, Housing Choice Voucher Programs and Public Housing, describe other subsidized or low-income housing opportunities that exist within the CoC that target persons experiencing homelessness.
(limit 1000 characters)

The Department of Housing has invested State Mental Health Services Act (MHSA) funding to create dedicated permanent supportive housing units targeting homeless people with serious and persistent mental illness. The DOH worked with a nonprofit developer, Mid-Pen Housing, to include MHSA-funded units in two affordable housing developments (636 El Camino and 2000 Delaware), so that these tenants are integrated into the broader community. The County's Behavioral Health and Recovery Services also uses MHSA funding to master lease apartments for homeless mental health consumers through a partnership with Telecare. Together these three projects provide a total of 143 units of PSH, as listed in our 2015 HIC.

1C-6. Select the specific strategies implemented by the CoC to ensure that homelessness is not criminalized in the CoC's geographic area. Select all that apply. For "Other," you must provide a description (2000 character limit)

Engaged/educated local policymakers:	X
Engaged/educated law enforcement:	X
Implemented communitywide plans:	X
No strategies have been implemented:	

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

1D-1. Select the systems of care within the CoC's geographic area for which there is a discharge policy in place that is mandated by the State, the CoC, or another entity for the following institutions? Check all that apply.

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

1D-2. Select the systems of care within the CoC's geographic area with which the CoC actively coordinates to ensure that institutionalized persons that have resided in each system of care for longer than 90 days are not discharged into homelessness. Check all that apply.

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

1D-2a. If the applicant did not check all boxes in 1D-2, explain why there is no coordination with the institution(s) and explain how the CoC plans to coordinate with the institution(s) to ensure persons discharged are not discharged into homelessness.
(limit 1000 characters)

Not applicable

1E. Centralized or Coordinated Assessment (Coordinated Entry)

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

CoCs are required by the CoC Program interim rule to establish a Centralized or Coordinated Assessment system – also referred to as Coordinated Entry. Based on the recent Coordinated Entry Policy Brief, HUD's primary goals for coordinated entry processes are that assistance be allocated as effectively as possible and that it be easily accessible regardless of where or how people present for assistance. Most communities lack the resources needed to meet all of the needs of people experiencing homelessness. This combined with the lack of a well-developed coordinated entry processes can result in severe hardships for persons experiencing homelessness who often face long wait times to receive assistance or are screened out of needed assistance. Coordinated entry processes help communities prioritize assistance based on vulnerability and severity of service needs to ensure that people who need assistance the most can receive it in a timely manner. Coordinated entry processes also provide information about service needs and gaps to help communities plan their assistance and identify needed resources.

1E-1. Explain how the CoC's coordinated entry process is designed to identify, engage, and assist homeless individuals and families that will ensure those who request or need assistance are connected to proper housing and services.
(limit 1000 characters)

The CoC is engaged in a homeless systems redesign that includes planning for Coordinated Entry (CES) that is planned to roll out in mid-2016. The CES will include the following features:
• Entry points will include the Core Service Agencies (8 safety net agencies funded by the County and spread geographically across the community) and the Homeless Outreach Teams (HOT) which conduct outreach to unsheltered chronically homeless people and assist them to secure housing.
• All entry points will use standardized tools and procedures to identify and prioritize those with the highest needs, and ensure all homeless people are matched to the most appropriate intervention;
• All CoC and ESG funded providers will be required to accept referrals from the CES; and other providers will also be engaged
• The CES will be advertised through a series of planning and launch meetings and using outreach materials in multiple languages.
• The CoC has not decided whether to use "by name" lists

1E-2. CoC Program and ESG Program funded projects are required to participate in the coordinated entry process, but there are many other organizations and individuals who may participate but are not required to do so. From the following list, for each type of organization or individual, select all of the applicable checkboxes that indicate how that organization or individual participates in the CoC's coordinated entry process. If the organization or person does not exist in the CoC's geographic area, select "Not Applicable." If there are other organizations or persons that participate not on this list, enter the information, click "Save" at the bottom of the screen, and then select the applicable checkboxes.

Organization/Person Categories	Participates in Ongoing Planning and Evaluation	Makes Referrals to the Coordinated Entry Process	Receives Referrals from the Coordinated Entry Process	Operates Access Point for Coordinated Entry Process	Participates in Case Conferencing	Not Applicable
Local Government Staff/Officials	X	X	X	X	X	
CDBG/HOME/Entitlement Jurisdiction	X	X	X	X	X	
Law Enforcement	X	X			X	
Local Jail(s)	X	X			X	
Hospital(s)	X	X			X	
EMT/Crisis Response Team(s)	X	X			X	
Mental Health Service Organizations	X	X	X		X	
Substance Abuse Service Organizations	X	X	X		X	
Affordable Housing Developer(s)	X	X	X		X	
Public Housing Authorities	X	X	X		X	
Non-CoC Funded Youth Homeless Organizations	X	X	X		X	
School Administrators/Homeless Liaisons	X	X			X	
Non-CoC Funded Victim Service Organizations						X
Street Outreach Team(s)	X	X	X	X	X	
Homeless or Formerly Homeless Persons	X	X				

	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐

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

Instructions

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

1F-1. For all renewal project applications submitted in the FY 2015 CoC Program Competition complete the chart below regarding the CoC's review of the Annual Performance Report(s).

How many renewal project applications were submitted in the FY 2015 CoC Program Competition?	21

How many of the renewal project applications are first time renewals for which the first operating year has not expired yet?	4

How many renewal project application APRs were reviewed by the CoC as part of the local CoC competition project review, ranking, and selection process for the FY 2015 CoC Program Competition?	17

Percentage of APRs submitted by renewing projects within the CoC that were reviewed by the CoC in the 2015 CoC Competition?	100.00%

1F-2. In the sections below, check the appropriate box(s) for each section to indicate how project applications were reviewed and ranked for the FY 2015 CoC Program Competition. (Written documentation of the CoC's publicly announced Rating and Review procedure must be attached.)

Type of Project or Program (PH, TH, HMIS, SSO, RRH, etc.)	X

Performance outcomes from APR reports/HMIS	
Length of stay	X
% permanent housing exit destinations	X
% increases in income	X

Monitoring criteria	
Participant Eligibility	X
Utilization rates	X
Drawdown rates	X
Frequency or Amount of Funds Recaptured by HUD	X

Need for specialized population services	
Youth	X
Victims of Domestic Violence	X
Families with Children	X
Persons Experiencing Chronic Homelessness	X
Veterans	X

None	

1F-2a. Describe how the CoC considered the severity of needs and vulnerabilities of participants that are, or will be, served by the project applications when determining project application priority. (limit 1000 characters)

The scoring system for renewal projects included a Scoring Factor for Prioritizing Highest Need Households. Each renewal was awarded up to 5 points (out of a total of 100) for prioritizing high need households. To assess this factor, the CoC analyzed HMIS data on percentage of people entering each project who were literally homeless, had zero income and had disabling conditions. Applicants were also asked to submit a brief narrative describing how the project prioritizes high need clients. For new projects, the scoring system included 10 points for targeting and outreach and awarded higher scores to programs that could demonstrate how they would target literally homeless and chronically homeless people.

1F-3. Describe how the CoC made the local competition review, ranking, and selection criteria publicly available, and identify the public medium(s) used and the date(s) of posting. In addition, describe how the CoC made this information available to all stakeholders. (Evidence of the public posting must be attached)
(limit 750 characters)

The CoC Lead Agency developed funding announcements for new and renewal projects in September 2015 that described the local funding process, eligible projects, evaluation criteria, and rating and ranking process and policy. The announcement was sent to all eligible renewal applicants and potential new applicants on Sept 25, 2015. It was also publicly posted to the CoC Lead Agency's website (San Mateo County Human Services Agency) on Sept 25, 2015. The CoC Steering Committee approved a written Project Review and Ranking Process document, with detailed project scoring systems (for both new and renewals) at its regularly scheduled meeting on Oct. 9, 2015. This document was publicly posted on the CoC Lead Agency's website on Oct. 15, 2015.

1F-4. On what date did the CoC and Collaborative Applicant publicly post all parts of the FY 2015 CoC Consolidated Application that included the final project application ranking? (Written documentation of the public posting, with the date of the posting clearly visible, must be attached. In addition, evidence of communicating decisions to the CoC's full membership must be attached.)

11/17/2015

1F-5. Did the CoC use the reallocation process in the FY 2015 CoC Program Competition to reduce or reject projects for the creation of new projects? (If the CoC utilized the reallocation process, evidence of the public posting of the reallocation process must be attached.)

Yes

1F-5a. If the CoC rejected project application(s) on what date did the CoC and Collaborative Applicant notify those project applicants their project application was rejected in the local CoC competition process? (If project applications were rejected, a copy of the written notification to each project applicant must be attached.)

10/30/2015

1F-6. Is the Annual Renewal Demand (ARD) in the CoC's FY 2015 CoC Priority Listing equal to or less than the ARD on the final HUD-approved FY 2015 GIW? Yes

1G. Continuum of Care (CoC) Addressing Project Capacity

Instructions

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

1G-1. Describe how the CoC monitors the performance of CoC Program recipients.
(limit 1000 characters)

The CoC Lead Agency (HSA) provides local funding (general fund dollars) to all the CoC-funded projects in San Mateo County. Regular monitoring of all programs is conducted as part of the HSA's contract management responsibilities and includes both site visits and review of quarterly reports submitted by contractors. HSA reviews spending rates, occupancy data, and performance benchmarks established by HUD and the CoC. Additionally, as part of the annual review and ranking of CoC funded projects, HSA gathers data on whether the projects have: submitted their APR on time, maintained quarterly draw downs, fully expended their CoC funds, resolved monitoring findings, served eligible participants, maximized bed utilization, increased housing stability, increased income and assisted participants to access mainstream benefits. This information is gathered from APRs as well as from the Project Applications. Monitoring results are shared with providers and improvement plans developed if needed.

1G-2. Did the Collaborative Applicant review and confirm that all project applicants attached accurately completed and current dated form HUD 50070 and form HUD-2880 to the Project Applicant Profile in e-snaps? Yes

1G-3. Did the Collaborative Applicant include accurately completed and appropriately signed form HUD-2991(s) for all project applications submitted on the CoC Priority Listing? Yes

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

2A-1. Does the CoC have a governance charter that outlines the roles and responsibilities of the CoC and the HMIS Lead, either within the charter itself or by reference to a separate document like an MOU? In all cases, the CoC's governance charter must be attached to receive credit. In addition, if applicable, any separate document, like an MOU, must also be attached to receive credit.

Yes

2A-1a. Include the page number where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document referenced in 2A-1. In addition, in the textbox indicate if the page number applies to the CoC's attached governance charter or the attached MOU.

Governance charter pages 1, 2, 6, 7, 8.

2A-2. Does the CoC have a HMIS Policies and Procedures Manual? If yes, in order to receive credit the HMIS Policies and Procedures Manual must be attached to the CoC Application.

Yes

2A-3. Are there agreements in place that outline roles and responsibilities between the HMIS Lead and the Contributing HMIS Organizations (CHOs)?

Yes

2A-4. What is the name of the HMIS software used by the CoC (e.g., ABC Software)? Applicant will enter the HMIS software name (e.g., ABC Software).

Clarity Human Services

2A-5. What is the name of the HMIS software vendor (e.g., ABC Systems)? Applicant will enter the name of the vendor (e.g., ABC Systems).

Bitfocus, Inc

2B. Homeless Management Information System (HMIS) Funding Sources

Instructions

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

2B-1. Select the HMIS implementation coverage area: Single CoC

* 2B-2. In the charts below, enter the amount of funding from each funding source that contributes to the total HMIS budget for the CoC.

2B-2.1 Funding Type: Federal - HUD

Funding Source	Funding
CoC	$0
ESG	$0
CDBG	$0
HOME	$0
HOPWA	$0
Federal - HUD - Total Amount	$0

2B-2.2 Funding Type: Other Federal

Funding Source	Funding
Department of Education	$0
Department of Health and Human Services	$0
Department of Labor	$0
Department of Agriculture	$0
Department of Veterans Affairs	$0
Other Federal	$0
Other Federal - Total Amount	$0

2B-2.3 Funding Type: State and Local

Funding Source	Funding
City	$0
County	$438,445
State	$0
State and Local - Total Amount	$438,445

2B-2.4 Funding Type: Private

Funding Source	Funding
Individual	$0
Organization	$0
Private - Total Amount	$0

2B-2.5 Funding Type: Other

Funding Source	Funding
Participation Fees	$0
Other - Total Amount	$0

2B-2.6 Total Budget for Operating Year	$438,445

2C. Homeless Management Information System (HMIS) Bed Coverage

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

2C-1. Enter the date the CoC submitted the 2015 HIC data in HDX, (mm/dd/yyyy): 05/14/2015

2C-2. Per the 2015 Housing Inventory Count (HIC) indicate the number of beds in the 2015 HIC and in HMIS for each project type within the CoC. If a particular housing type does not exist in the CoC then enter "0" for all cells in that housing type.

Project Type	Total Beds in 2015 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter beds	325	28	211	71.04%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	477	25	432	95.58%
Rapid Re-Housing (RRH) beds	94	0	94	100.00%
Permanent Supportive Housing (PSH) beds	689	0	532	77.21%
Other Permanent Housing (OPH) beds	0	0	0	

2C-2a. If the bed coverage rate for any housing type is 85% or below, describe how the CoC plans to increase this percentage over the next 12 months.
(limit 1000 characters)

All programs that are required to enter data into HMIS (CoC and ESG funded programs, SSVF and VASH) are already participating in the HMIS. Additionally, we have already engaged our RHY funded partner, Star Vista as of early 2015. Their data was not included as of the 2015 HIC, but they are now participating in HMIS. Among the other non-participating programs listed on the HIC, the CoC is conducting outreach to attempt to engage these agencies and determine what barriers exist to participation and develop strategies to include them in the system. Among the options is determining whether they have another database and what would be involved in either double entering into HMIS or directly uploading data to HMIS. Our goal as a CoC is to get a close as possible to 100% participation.

2C-3. HUD understands that certain projects are either not required to or discouraged from participating in HMIS, and CoCs cannot require this if they are not funded through the CoC or ESG programs. This does NOT include domestic violence providers that are prohibited from entering client data in HMIS. If any of the project types listed in question 2C-2 above has a coverage rate of 85% or below, and some or all of these rates can be attributed to beds covered by one of the following programs types, please indicate that here by selecting all that apply from the list below. (limit 1000 characters)

VA Domiciliary (VA DOM):	X
VA Grant per diem (VA GPD):	
Faith-Based projects/Rescue mission:	
Youth focused projects:	X
HOPWA projects:	
Not Applicable:	

2C-4. How often does the CoC review or assess its HMIS bed coverage?   Annually

2D. Homeless Management Information System (HMIS) Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

2D-1. Indicate the percentage of unduplicated client records with null or missing values and the percentage of "Client Doesn't Know" or "Client Refused" during the time period of October 1, 2013 through September 30, 2014.

Universal Data Element	Percentage Null or Missing	Percentage Client Doesn't Know or Refused
3.1 Name	0%	0%
3.2 Social Security Number	0%	0%
3.3 Date of birth	0%	0%
3.4 Race	0%	0%
3.5 Ethnicity	0%	0%
3.6 Gender	0%	0%
3.7 Veteran status	0%	0%
3.8 Disabling condition	0%	1%
3.9 Residence prior to project entry	0%	2%
3.10 Project Entry Date	0%	0%
3.11 Project Exit Date	0%	0%
3.12 Destination	9%	10%
3.15 Relationship to Head of Household	0%	0%
3.16 Client Location	3%	0%
3.17 Length of time on street, in an emergency shelter, or safe haven	47%	0%

2D-2. Identify which of the following reports your HMIS generates. Select all that apply:

CoC Annual Performance Report (APR):	X
ESG Consolidated Annual Performance and Evaluation Report (CAPER):	X
Annual Homeless Assessment Report (AHAR) table shells:	X

	☐
None	☐

2D-3. If you submitted the 2015 AHAR, how many AHAR tables (i.e., ES-ind, ES-family, etc) were accepted and used in the last AHAR?   8

2D-4. How frequently does the CoC review data quality in the HMIS?   Quarterly

2D-5. Select from the dropdown to indicate if standardized HMIS data quality reports are generated to review data quality at the CoC level, project level, or both?   Both Project and CoC

2D-6. From the following list of federal partner programs, select the ones that are currently using the CoC's HMIS.

VA Supportive Services for Veteran Families (SSVF):	X
VA Grant and Per Diem (GPD):	☐
Runaway and Homeless Youth (RHY):	X
Projects for Assistance in Transition from Homelessness (PATH):	☐
Housing Choice Voucher/Housing Readiness	X
None:	☐

2D-6a. If any of the federal partner programs listed in 2D-6 are not currently entering data in the CoC's HMIS and intend to begin entering data in the next 12 months, indicate the federal partner program and the anticipated start date.
(limit 750 characters)

PATH is operated by San Mateo County Behavioral Health and Recovery
Services and they intend to begin entering data into HMIS on October 1, 2016.
San Mateo County does not have any VA GPD programs.

2E. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

The data collected during the PIT count is vital for both CoCs and HUD. Communities need accurate data to determine the size and scope of homelessness at the local level so they can best plan for services and programs that will appropriately address local needs and measure progress in addressing homelessness. HUD needs accurate data to understand the extent and nature of homelessness throughout the country, and to provide Congress and the Office of Management and Budget (OMB) with information regarding services provided, gaps in service, and performance. This information helps inform Congress' funding decisions, and it is vital that the data reported is accurate and of high quality.

2E-1. Did the CoC approve the final sheltered PIT count methodology for the 2015 sheltered PIT count?   No

2E-2. Indicate the date of the most recent sheltered PIT count (mm/dd/yyyy):   01/22/2015

2E-2a. If the CoC conducted the sheltered PIT count outside of the last 10 days of January 2015, was an exception granted by HUD?   Not Applicable

2E-3. Enter the date the CoC submitted the sheltered PIT count data in HDX, (mm/dd/yyyy):   05/14/2015

2F. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Methods

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

2F-1. Indicate the method(s) used to count sheltered homeless persons during the 2015 PIT count:

Complete Census Count:	X
Random sample and extrapolation:	
Non-random sample and extrapolation:	

2F-2. Indicate the methods used to gather and calculate subpopulation data for sheltered homeless persons:

HMIS:	X
HMIS plus extrapolation:	X
Interview of sheltered persons:	X
Sample of PIT interviews plus extrapolation:	

2F-3. Provide a brief description of your CoC's sheltered PIT count methodology and describe why your CoC selected its sheltered PIT count methodology.
(limit 1000 characters)

Data was generated from the HMIS system for most of the programs. CoC Lead Agency staff reviewed the HMIS data and checked back with the HMIS staff if there appeared to be any inaccuracies. Since we conducted a data migration from our old HMIS system to our new system (Clarity) in October 2014, some data clean-up was needed to arrive at accurate PIT numbers. The HMIS Lead worked with individual provider agencies as needed for data clean up. To collect data for non-HMIS participating programs, CoC Lead agency staff conducted a provider survey. Providers completed a form using either data from their existing database or by interviewing program residents. This methodology was selected because there are relatively few non-HMIS programs and we have found this method results in quick response and accurate data. For a very small number of non-HMIS providers who were not able to generate all the needed data elements, we used extrapolation to calculate subpopulation data.

2F-4. Describe any change in methodology from your sheltered PIT count in 2014 to 2015, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to the implementation of your sheltered PIT count methodology (e.g., enhanced training and change in partners participating in the PIT count). (limit 1000 characters)

There were no changes to the shelter PIT methodology in 2015 compared to 2014. As noted above (2F-3) we migrated data from our old HMIS to a new system (Clarity) in October 2014, necessitating some data clean up prior to generating PIT data for 2015.

2F-5. Did your CoC change its provider coverage in the 2015 sheltered count?   No

2F-5a. If "Yes" in 2F-5, then describe the change in provider coverage in the 2015 sheltered count. (limit 750 characters)

Not Applicable

2G. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

2G-1. Indicate the methods used to ensure the quality of the data collected during the sheltered PIT count:

Training:	X
Provider follow-up:	X
HMIS:	X
Non-HMIS de-duplication techniques:	

2G-2. Describe any change to the way your CoC implemented its sheltered PIT count from 2014 to 2015 that would change data quality, including changes to training volunteers and inclusion of any partner agencies in the sheltered PIT count planning and implementation, if applicable. Do not include information on changes to actual sheltered PIT count methodology (e.g., change in sampling or extrapolation method). (limit 1000 characters)

There were no methodological changes that impacted the data quality of the sheltered count. As noted above, data migration from our old HMIS to the new Clarity system required that we undertake some data clean up, but we believe the data submitted is of high quality.

2H. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

The unsheltered PIT count assists communities and HUD to understand the characteristics and number of people with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground. CoCs are required to conduct an unsheltered PIT count every 2 years (biennially) during the last 10 days in January; however, CoCs are strongly encouraged to conduct the unsheltered PIT count annually, at the same time that it does the annual sheltered PIT count. The last official PIT count required by HUD was in January 2015.

2H-1. Did the CoC approve the final unsheltered PIT count methodology for the most recent unsheltered PIT count? No

2H-2. Indicate the date of the most recent unsheltered PIT count (mm/dd/yyyy): 01/22/2015

2H-2a. If the CoC conducted the unsheltered PIT count outside of the last 10 days of January 2015, was an exception granted by HUD? Not Applicable

2H-3. Enter the date the CoC submitted the unsheltered PIT count data in HDX (mm/dd/yyyy): 05/14/2015

2I. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Methods

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

2I-1. Indicate the methods used to count unsheltered homeless persons during the 2015 PIT count:

Night of the count - complete census:	X
Night of the count - known locations:	
Night of the count - random sample:	
Service-based count:	
HMIS:	

2I-2. Provide a brief description of your CoC's unsheltered PIT count methodology and describe why your CoC selected its unsheltered PIT count methodology.
(limit 1000 characters)

The San Mateo County CoC is committed to conducting the most accurate unsheltered count possible and for this reason has elected to use a complete census approach. The CoC Lead Agency (H.S.A.) and partners (including CoC member agencies) organized a one-night, public places count using a "complete coverage" methodology. Teams of enumerators were assigned to each census tract in the county. They counted visible homeless persons, including those in vehicles and camps. Each team included at least one "homeless guide" with knowledge of the area being counted. Enumerators recorded numbers of people, household type (single adults and families with children) and gender. Following the count, the CoC Lead Agency organized a Homeless Survey, consisting of in-person interviews with a sample of unsheltered homeless people. Interviews were conducted by service provider staff and homeless individuals. The interview included questions designed to gather required population and subpopulation data.

2I-3. Describe any change in methodology from your unsheltered PIT count in 2014 (or 2013 if an unsheltered count was not conducted in 2014) to 2015, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to implementation of your sheltered PIT count methodology (e.g., enhanced training and change in partners participating in the count).
(limit 1000 characters)

There was one change to the unsheltered count methodology we believe was significant. For our 2015 homeless survey, we used the suggested interview template provided by HUD in place of the interview tool we had used in 2013. The HUD tool uses a different approach to asking about disability. We believe the change in the survey tool resulted in a lower rate of positive responses to the disability question, and therefore a lower rate of chronic homelessness.

2I-4. Does your CoC plan on conducting   No
**   an unsheltered PIT count in 2016?**

(If "Yes" is selected, HUD expects the CoC to conduct an unsheltered PIT count in 2016. See the FY 2015 CoC Program NOFA, Section VII.A.4.d. for full information.)

2J. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

2J-1. Indicate the steps taken by the CoC to ensure the quality of the data collected for the 2015 unsheltered population PIT count:

Training:	X
"Blitz" count:	X
Unique identifier:	X
Survey question:	X
Enumerator observation:	X
None:	

2J-2. Describe any change to the way the CoC implemented the unsheltered PIT count from 2014 (or 2013 if an unsheltered count was not conducted in 2014) to 2015 that would affect data quality. This includes changes to training volunteers and inclusion of any partner agencies in the unsheltered PIT count planning and implementation, if applicable. Do not include information on changes to actual methodology (e.g., change in sampling or extrapolation method).
(limit 1000 characters)

In 2015 we refined our methodology for counting vehicles with sleeping occupants due to a suspected over count of homeless people in RVs in 2013. Volunteer enumerators were instructed to only count RVs if they were parked on public property and there was evidence they had people sleeping in them. Volunteers did not count RVs parked on private property (e.g. in driveways) even if they appeared to be occupied. This resulted in a lower overall count of unsheltered people in 2015.

3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

3A-1. Performance Measure: Number of Persons Homeless - Point-in-Time Count.

* 3A-1a. Change in PIT Counts of Sheltered and Unsheltered Homeless Persons

Using the table below, indicate the number of persons who were homeless at a Point-in-Time (PIT) based on the 2014 and 2015 PIT counts as recorded in the Homelessness Data Exchange (HDX).

		2014 PIT (for unsheltered count, most recent year conducted)	2015 PIT	Difference
Universe: Total PIT Count of sheltered and unsheltered persons		2,024	1,483	-541
Emergency Shelter Total		271	289	18
Safe Haven Total		0	0	0
Transitional Housing Total		454	419	-35
Total Sheltered Count		725	708	-17
Total Unsheltered Count		1,299	775	-524

3A-1b. Number of Sheltered Persons Homeless - HMIS.

Using HMIS data, CoCs must use the table below to indicate the number of homeless persons who were served in a sheltered environment between October 1, 2013 and September 30, 2014.

		Between October 1, 2013 and September 30, 2014
Universe: Unduplicated Total sheltered homeless persons		2,655
Emergency Shelter Total		1,508
Safe Haven Total		0
Transitional Housing Total		2,014

3A-2. Performance Measure: First Time Homeless.

Describe the CoC's efforts to reduce the number of individuals and families who become homeless for the first time. Specifically, describe what the CoC is doing to identify risk factors for becoming homeless for the first time.
(limit 1000 characters)

The CoC is identifying risk factors for first time homelessness by analyzing data from the Core Service Agencies (our 8 geographically distributed entry points into safety net services) to determine what factors seem to be predictive of shelter entry. H.S.A. has also just hired a consultant to conduct a data matching project to analyze data from mainstream services systems (health, behavioral health, corrections) and HMIS to determine where there is overlap and identify whether people are being discharged into homelessness, and help inform strategies to prevent it. The CoC and Lead Agency are working to reduce first time homelessness by funding the Cores to conduct assessments and provide homelessness prevention assistance (legal services, financial assistance). As part of the current system redesign planning process, the CoC is considering adding a shelter diversion program that will specifically target resources to those households on the brink of homelessness.

3A-3. Performance Measure: Length of Time Homeless.

Describe the CoC's efforts to reduce the length of time individuals and families remain homeless. Specifically, describe how your CoC has reduced the average length of time homeless, including how the CoC identifies and houses individuals and families with the longest lengths of time homeless.
(limit 1000 characters)

San Mateo County recently worked with a consulting firm to analyze HMIS data to help the CoC better understand system and program performance. The work included an analysis of the average lengths of stay in different programs and program types. This data is being used by the CoC and the CoC Lead Agency to inform our system redesign and new strategic plan to end homelessness in San Mateo County by 2020. Strategies we have identified include expanding rapid rehousing resources and housing location services to help people exit shelter more rapidly and thereby reduce the overall length of time that people in the community are homeless. San Mateo County has also invested in Homeless Outreach Teams (HOT) to engage and house chronically homeless individuals, particularly those who have experienced homelessness for the longest periods of time. By identifying and housing those individuals, we are aiming to reduce the overall length of time that people are homeless in the community.

* 3A-4. Performance Measure: Successful Permanent Housing Placement or Retention.

In the next two questions, CoCs must indicate the success of its projects in placing persons from its projects into permanent housing.

3A-4a. Exits to Permanent Housing Destinations:

In the chart below, CoCs must indicate the number of persons in CoC funded supportive services only (SSO), transitional housing (TH), and rapid re-housing (RRH) project types who exited into permanent housing destinations between October 1, 2013 and September 30, 2014.

	Between October 1, 2013 and September 30, 2014
Universe: Persons in SSO, TH and PH-RRH who exited	2,035
Of the persons in the Universe above, how many of those exited to permanent destinations?	1,217
% Successful Exits	59.80%

3A-4b. Exit To or Retention Of Permanent Housing:

In the chart below, CoCs must indicate the number of persons who exited from any CoC funded permanent housing project, except rapid re-housing projects, to permanent housing destinations or retained their permanent housing between October 1, 2013 and September 31, 2014.

	Between October 1, 2013 and September 30, 2014
Universe: Persons in all PH projects except PH-RRH	577
Of the persons in the Universe above, indicate how many of those remained in applicable PH projects and how many of those exited to permanent destinations?	544
% Successful Retentions/Exits	94.28%

3A-5. Performance Measure: Returns to Homelessness:

Describe the CoC's efforts to reduce the rate of individuals and families who return to homelessness.   Specifically, describe at least three strategies your CoC has implemented to identify and minimize returns to homelessness, and demonstrate the use of HMIS or a comparable database to monitor and record returns to homelessness.
(limit 1000 characters)

San Mateo County recently worked with a consulting firm to analyze HMIS data to help the CoC better understand system and program performance. The work included an analysis of the rate of return to homelessness for each program in the system as well as for each program type (shelter, transitional, rapid rehousing, and permanent supportive housing). In general, the rates of return were fairly low, with most programs having rates of return below 5% (data was analyzed for the period July 2013 to June 2015). In 2016, the CoC Lead Agency will meet individually with each provider to review their program data and identify strategies to improve performance, including returns to homeless. For any programs with high rates of return, H.S.A. will work with the provider to assess what the reasons might be (e.g. not connecting households with the services they need to sustain housing upon exit) and identify corrective actions such as following up with households at regular intervals.

3A-6. Performance Measure: Job and Income Growth.

Describe specific strategies implemented by CoC Program-funded projects to increase the rate by which homeless individuals and families increase income from employment and non-employment sources (include at least one specific strategy for employment income and one for non-employment related income, and name the organization responsible for carrying out each strategy).
(limit 1000 characters)

Most of the programs in our CoC have staff who work with clients to secure employment income where appropriate, such as by providing resume writing assistance, job search skills, coaching, computer training, etc. Innvision Shelter Network, our largest shelter provider, has relationships with several large regional employers who will hire shelter residents. In the past year, the Human Services Agency has added funding for an employment specialist to our contract with Project We Hope, an emergency shelter in East Palo Alto that serves homeless single adults. To help households access non-employment income, the Human Service agency provides funding for 8 Core Service Agencies which are the gateway into safety net services and shelter. The Cores have staff who specialize in assisting clients to access mainstream public benefits (CalWORKS, CalFresh, GA, Disability, Medi-Cal) based on eligibility and need.

3A-6a. Describe how the CoC is working with mainstream employment organizations to aid homeless individuals and families in increasing their income.
(limit 1000 characters)

The CoC Lead Agency is the San Mateo County Human Services Agency, which is also the home of the County's Employment Services Division. Having the CoC Lead and employment service as parts of the same agency, the CoC is able to leverage all the employment services available, including job readiness, job training, and vocational rehabilitation services. Once a client is connected to Employment Services, an assessment is conducted and opportunities are identified based on their needs, strengths and skills. The County offices all have One Stop Job Information Centers, funded by WIOA, where homeless individuals and families can access computers, employer drop in sessions, and trainings for career pathways. Homeless families who receive TANF benefits and are designated as "employable" are enrolled in the Welfare to Work program, where an Employment Services Specialist provides one on one case management and connections to employment and training opportunities.

3A-7. Performance Measure: Thoroughness of Outreach.

How does the CoC ensure that all people living unsheltered in the CoC's geographic area are known to and engaged by providers and outreach teams?
(limit 1000 characters)

The CoC and CoC Lead Agency (H.S.A.) have worked together to create a multi-disciplinary, bi-lingual, county-wide Homeless Outreach Team (HOT) to conduct intensive outreach and engagement with unsheltered homeless people. The HOT teams span the entire county geography, including all major cities and the rural coastside. HOT teams include outreach specialists employed by Innvision Shelter Network, beat cops and other police department staff, and clinical staff from the County's Behavioral Health Services (mental health and alcohol and drug specialists). The HOT engages with unsheltered homeless people, identifies their service needs, and works with each individual to develop and execute a housing plan. Many are connected to permanent supportive housing offered by the County Housing Authority. In fall 2015, the HOT began piloting use of the VI-SPDAT to help identify and prioritize unsheltered people with the highest housing barriers and needs.

3A-7a. Did the CoC exclude geographic areas from the 2015 unsheltered PIT count where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g., deserts)?   No

3A-7b. What was the the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoC's unsheltered PIT count?
(limit 1000 characters)

N/A

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

Objective 1: Ending Chronic Homelessness

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

Opening Doors, Federal Strategic Plan to Prevent and End Homelessness (as amended in 2015) establishes the national goal of ending chronic homelessness. Although the original goal was to end chronic homelessness by the end of 2015, that goal timeline has been extended to 2017. HUD is hopeful that communities that are participating in the Zero: 2016 technical assistance initiative will continue to be able to reach the goal by the end of 2016. The questions in this section focus on the strategies and resources available within a community to help meet this goal.

3B-1.1. Compare the total number of chronically homeless persons, which includes persons in families, in the CoC as reported by the CoC for the 2015 PIT count compared to 2014 (or 2013 if an unsheltered count was not conducted in 2014).

		2014 (for unsheltered count, most recent year conducted)	2015	Difference
Universe: Total PIT Count of sheltered and unsheltered chronically homeless persons		897	319	-578
Sheltered Count of chronically homeless persons		40	86	46
Unsheltered Count of chronically homeless persons		857	233	-624

3B-1.1a. Using the "Differences" calculated in question 3B-1.1 above, explain the reason(s) for any increase, decrease, or no change in the overall TOTAL number of chronically homeless persons in the CoC, as well as the change in the unsheltered count, as reported in the PIT count in 2015 compared to 2014. To possibly receive full credit, both the overall total and unsheltered changes must be addressed.
(limit 1000 characters)

San Mateo County has realized a decrease in unsheltered chronic homeless persons due to the success of the Homeless Outreach Teams in engaging with chronically homeless people and helping to connect them to permanent supportive housing, and in some cases to emergency shelter prior to entry into permanent housing. We have also expanded our supply of permanent supportive housing. This explains the decrease in unsheltered chronically homeless as well as the increase in sheltered chronically homeless people. There is also probably a methodological explanation. For the 2015 unsheltered count, we used the template interview tool provided by HUD to gather subpopulation data. This survey's questions about disability are very different than in the survey we used in 2013. We think the change resulted in a lower rate of positive responses for disabling condition. In 2017 we plan to use the same interview tool as in 2015, so will have a better basis for comparison.

3B-1.2. From the FY 2013/FY 2014 CoC Application: Describe the CoC's two year plan (2014-2015) to increase the number of permanent supportive housing beds available for chronically homeless persons and to meet the proposed numeric goals as indicated in the table above. Response should address the specific strategies and actions the CoC will take to achieve the goal of ending chronic homelessness by the end of 2015.
(read only)

Our CoC will achieve an increase of at least 8 new CoC-funded CH beds in 2014 and 3 more in 2015: IVSN's PUSH Project is now leasing up and will add 8 new CH beds and we anticipate that in 2014 the Housing Authority will receive a contract for its new SP14 CoC grants (awarded in 2012) which will add another 3 beds to the 2015 HIC. The CoC and its members (elected officials, County Dept. heads, funders, etc.) will continue supporting non-profit developers who have developments in the pipeline, including two projects being developed by Mid Peninsula Housing using State MHSA funds to include PSH units for homeless people with mental illnesses; a new 50-unit development on the VA campus that will house homeless veterans, some of whom will be chronically homeless (the exact number is yet to be determined) and a new project by the Mental Health Association that will house 21 chronically homeless people with mental illness.

3B-1.2a. Of the strategies listed in the FY 2013/FY 2014 CoC Application represented in 3B-1.2, which of these strategies and actions were accomplished?
(limit 1000 characters)

The CoC has achieved all the goals detailed in the 2013/2014 application relating to permanent supportive housing for chronically homeless people:
1.   In September 2014 we added 8 new CH beds to our Housing Inventory with the opening of IVSN's PUSH project;
2.   In January 2015 we added 3 new CH beds when the Housing Authority's SP14 tenant-based rental assistance program began leasing up.
3.   The CoC, Department of Housing and other local funders have supported all the pipeline projects we identified in our application and most of them have now opened, including two projects developed by Mid Peninsula Housing using State MHSA funds serving homeless people with mental health disabilities and the Willows Housing development for homeless veterans which opened in November 2015 on the Menlo Park VA campus. The Mental Health Association's 21 unit Waverly Place Apartments for chronically homeless people with mental illness will begin construction in 2016.

3B-1.3. Compare the total number of PSH beds (CoC Program and non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2015 Housing Inventory Count, as compared to those identified on the 2014 Housing Inventory Count.

	2014	2015	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homelessness persons identified on the HIC.	328	270	-58

3B-1.3a. Explain the reason(s) for any increase, decrease or no change in the total number of PSH beds (CoC Program and non CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2015 Housing Inventory Count compared to those identified on the 2014 Housing Inventory Count.
(limit 1000 characters)

The lower number of beds for chronically homeless people on the 2015 HIC is the result of our correcting our methodology for counting CH beds. Up to and including the 2014 HIC, we had counted all beds that were currently occupied by CH people in the "CH beds" column. Starting in 2015, we adjusted the HIC so that only beds that are specifically dedicated (i.e. required to serve CH people) or that are prioritized to serve CH people are counted in the "CH beds" column. This resulted in a lower number on the HIC, though our inventory has not changed, nor have any of our policies regarding who is prioritized for PSH beds.

3B-1.4. Did the CoC adopt the orders of priority in all CoC Program-funded PSH as described in Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status ?   Yes

3B-1.4a. If "Yes", attach the CoC's written standards that were updated to incorporate the order of priority in Notice CPD-14-012 and indicate the page(s) that contain the CoC's update. Page 13

3B-1.5. CoC Program funded Permanent Supportive Housing Project Beds prioritized for serving people experiencing chronic homelessness in FY2015 operating year.

Percentage of CoC Program funded PSH beds prioritized for chronic homelessness		FY2015 Project Application
Based on all of the renewal project applications for PSH, enter the estimated number of CoC-funded PSH beds in projects being renewed in the FY 2015 CoC Program Competition that are not designated as dedicated beds for persons experiencing chronic homelessness.		279
Based on all of the renewal project applications for PSH, enter the estimated number of CoC-funded PSH beds in projects being renewed in the FY 2015 CoC Program Competition that are not designated as dedicated beds for persons experiencing chronic homelessness that will be made available through turnover in the FY 2015 operating year.		20
Based on all of the renewal project applications for PSH, enter the estimated number of PSH beds made available through turnover that will be prioritized beds for persons experiencing chronic homelessness in the FY 2015 operating year.		20
This field estimates the percentage of turnover beds that will be prioritized beds for persons experiencing chronic homelessness in the FY 2015 operating year.		100.00%

3B-1.6. Is the CoC on track to meet the goal of ending chronic homelessness by 2017? No

This question will not be scored.

3B-1.6a. If "Yes," what are the strategies implemented by the CoC to maximize current resources to meet this goal? If "No," what resources or technical assistance will be implemented by the CoC to reach the goal of ending chronically homeless by 2017?
(limit 1000 characters)

San Mateo County is aggressively seeking to add permanent supportive housing capacity to house chronically homeless people and has prioritized 100% of all CoC funded turnover units for this population. In 2015 we received a CoC bonus grant for 34 new tenant based PSH vouchers, and in 2016 we are applying for 19 more. Maximizing the use of available vouchers is very challenging in the current red hot housing market, where landlords have few incentives to rent to formerly homeless people and our clients are competing for available units against households with far greater ability to pay the high rents in San Mateo County. To help address this problem, the Department of Housing (DOH) is using local tax funds to contract with a non-profit provider to conduct landlord outreach and housing location on behalf of voucher holders. DOH is also continuing to find ways to invest project based HCVs and other mainstream housing resources to develop dedicated permanent supportive housing units.

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

Objective 2: Ending Homelessness Among Households with Children and Ending Youth Homelessness

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

Opening Doors outlines the goal of ending family (Households with Children) and youth homelessness by 2020. The following questions focus on the various strategies that will aid communities in meeting this goal.

3B-2.1. What factors will the CoC use to prioritize households with children during the FY2015 Operating year? (Check all that apply).

Vulnerability to victimization:	X
Number of previous homeless episodes:	X
Unsheltered homelessness:	X
Criminal History:	X
Bad credit or rental history (including not having been a leaseholder):	X
Head of household has mental/physical disabilities:	X
N/A:	

3B-2.2. Describe the CoC's plan to rapidly rehouse every family that becomes homeless within 30 days of becoming homeless on the street or entering shelter.
(limit 1000 characters)

The San Mateo County Board of Supervisors and the CoC have committed to the goal that there are no unsheltered children in the community. The CoC's Governance Charter further adopts that goal that all families are re-housed within 30 days. To accomplish this goal, the County has prioritized both local and State ESG funds for RRH and re-allocated CoC funds from TH to RRH in 2013 and 2014. As part of the current homeless system redesign, the CoC and Lead Agency (H.S.A.) will be investing local tax dollars (Measure A) funds into a new shelter diversion program designed to help keep lower need families from entering shelter, while using CES to prioritize those with higher needs for shelter and rapid re-housing. Measure A funds have also been set aside to expand rapid re-housing capacity and add housing locator services to help higher barrier families exit shelter as quickly as possible.

3B-2.3. Compare the number of RRH units available to serve families from the 2014 and 2015 HIC.

		2014	2015	Difference
RRH units available to serve families in the HIC:		1	12	11

3B-2.4. How does the CoC ensure that emergency shelters, transitional housing, and permanent housing (PSH and RRH) providers within the CoC do not deny admission to or separate any family members from other members of their family based on age, sex, or gender when entering shelter or housing? (check all strategies that apply)

CoC policies and procedures prohibit involuntary family separation:	X
There is a method for clients to alert CoC when involuntarily separated:	X
CoC holds trainings on preventing involuntary family separation, at least once a year:	X
None:	

3B-2.5. Compare the total number of homeless households with children in the CoC as reported by the CoC for the 2015 PIT count compared to 2014 (or 2013 if an unsheltered count was not conducted in 2014).

PIT Count of Homelessness Among Households With Children

	2014 (for unsheltered count, most recent year conducted)	2015	Difference
Universe: **Total PIT Count of sheltered and unsheltered homeless households with children:**	192	147	-45
Sheltered Count of homeless households with children:	127	112	-15
Unsheltered Count of homeless households with children:	65	35	-30

3B-2.5a. Explain the reason(s) for any increase, decrease or no change in the total number of homeless households with children in the CoC as reported in the 2015 PIT count compared to the 2014 PIT count. (limit 1000 characters)

There was a decrease in the PIT Count of sheltered and unsheltered homeless households with children from 2013 (unsheltered)/2014 (sheltered) to 2015. This is partly due to our CoC's efforts to more rapidly house families with children by providing access to motel vouchers and shelter beds and from there connections to permanent housing. Also, this decrease in the family count was consistent with a 40% decrease in our unsheltered PIT count for all populations from 2013 to 2015. This is a significant shift and we believe is due in part to the fact that in 2015 we refined our methodology for counting vehicles with homeless occupants due to a suspected over-count of people in RVs in 2013. The result is that fewer RVs and cars with sleeping occupants were counted in 2015, leading to a lower unsheltered count.

3B-2.6. Does the CoC have strategies to address the unique needs of unaccompanied homeless youth (under age 18, and ages 18-24), including the following:

Human trafficking and other forms of exploitation?	Yes
LGBTQ youth homelessness?	Yes
Exits from foster care into homelessness?	Yes
Family reunification and community engagement?	Yes
Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs?	Yes
Unaccompanied minors/youth below the age of 18?	Yes

3B-2.6a. Select all strategies that the CoC uses to address homeless youth trafficking and other forms of exploitation.

Diversion from institutions and decriminalization of youth actions that stem from being trafficked:	X
Increase housing and service options for youth fleeing or attempting to flee trafficking:	X
Specific sampling methodology for enumerating and characterizing local youth trafficking:	X
Cross systems strategies to quickly identify and prevent occurrences of youth trafficking:	X
Community awareness training concerning youth trafficking:	X
N/A:	

3B-2.7. What factors will the CoC use to prioritize unaccompanied youth (under age 18, and ages 18-24) for housing and services during the FY2015 operating year? (Check all that apply)

Vulnerability to victimization:	X
Length of time homeless:	X
Unsheltered homelessness:	X
Lack of access to family and community support networks:	X
N/A:	

3B-2.8. Using HMIS, compare all unaccompanied youth (under age 18, and ages 18-24) served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2013 (October 1, 2012 - September 30, 2013) and FY 2014 (October 1, 2013 - September 30, 2014).

	FY 2013 (October 1, 2012 - September 30, 2013)	FY 2014 (October 1, 2013 - September 30, 2104)	Difference
Total number of unaccompanied youth served in HMIS contributing programs who were in an unsheltered situation prior to entry:	0	2	2

3B-2.8a. If the number of unaccompanied youth and children, and youth-headed households with children served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2014 is lower than FY 2013, explain why.
(limit 1000 characters)

Does not apply.

3B-2.9. Compare funding for youth homelessness in the CoC's geographic area in CY 2015 to projected funding for CY 2016.

	Calendar Year 2015	Calendar Year 2016	Difference
Overall funding for youth homelessness dedicated projects (CoC Program and non-CoC Program funded):	$2,128,499.00	$2,309,950.00	$181,451.00
CoC Program funding for youth homelessness dedicated projects:	$94,666.00	$94,666.00	$0.00
Non-CoC funding for youth homelessness dedicated projects (e.g. RHY or other Federal, State and Local funding):	$2,033,833.00	$2,215,284.00	$181,451.00

3B-2.10. To what extent have youth housing and service providers and/or State or Local educational representatives, and CoC representatives participated in each other's meetings over the past 12 months?

Cross-Participation in Meetings	# Times
CoC meetings or planning events attended by LEA or SEA representatives:	4
LEA or SEA meetings or planning events (e.g. those about child welfare, juvenille justice or out of school time) attended by CoC representatives:	8
CoC meetings or planning events attended by youth housing and service providers (e.g. RHY providers):	8

3B-2.10a. Given the responses in 3B-2.10, describe in detail how the CoC collaborates with the McKinney-Vento local eduction liaisons and State educational coordinators.
(limit 1000 characters)

The CoC Lead Agency (H.S.A.) staff maintain a strong relationship with the San Mateo County Office of Education (SMCOE) and have collaborated on several countywide initiatives addressing issues that face homeless children. CoC staff and the SMCOE Homeless Liaison communicate regularly to discuss resources available and needed for homeless students, new legislation and its impacts, CalPADS data on homeless students, and how to ensure a coordinated system of care. The SMCOE Homeless Liaison attends the HOPE IAC and CoC Steering Committee meetings as a regular member. The CoC Lead Agency staff support the SMCOE on grant proposal applications to increase funding for homeless students in the county. CoC staff work with SMCOE colleagues on "The Big Lift," a community-wide campaign to ensure all children are reading at grade level at 3rd grade and with the STEM Center on initiatives to promote STEM learning and Teacher Innovation for students enrolled in low performing schools.

3B-2.11. How does the CoC make sure that homeless participants are informed of their eligibility for and receive access to educational services? Include the policies and procedures that homeless service providers (CoC and ESG Programs) are required to follow. In addition, include how the CoC, together with its youth and educational partners (e.g. RHY, schools, juvenilee justice and children welfare agencies), identifies participants who are eligible for CoC or ESG programs. (limit 2000 characters)

The CoC Steering Committee and Lead Agency has a policy requiring all CoC and ESG funded homeless assistance providers to ensure that homeless youth are informed of their educational rights and eligibility to receive educational services. These policies are spelled out in the CoC Governance Charter and in H.S.A.'s contracts with homeless assistance providers. When a family enters a shelter or other homeless program, staff will work with their school district liaisons to ensure children are enrolled in school in the district of their choice (either the district where the homeless facility is located or their previous district) and connected to services in the community. Providers are required to inform participants and youth of their educational rights under federal statutes and are also required to identify a staff person who will serve as the liaison to local school districts to ensure new children or youth entering their programs are enrolled in school and accessing services for which they may be eligible. As part of its ongoing contract monitoring process for homeless service providers, H.S.A. staff ensure that these policies are in place and are being followed.

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

Objective 3: Ending Veterans Homelessness

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

Opening Doors outlines the goal of ending Veteran homelessness by the end of 2015. The following questions focus on the various strategies that will aid communities in meeting this goal.

3B-3.1. Compare the total number of homeless Veterans in the CoC as reported by the CoC for the 2015 PIT count compared to 2014 (or 2013 if an unsheltered count was not conducted in 2014).

	2014 (for unsheltered count, most recent year conducted)	2015	Difference
Universe: Total PIT count of sheltered and unsheltered homeless veterans:	225	183	-42
Sheltered count of homeless veterans:	94	93	-1
Unsheltered count of homeless veterans:	131	90	-41

3B-3.1a. Explain the reason(s) for any increase, decrease or no change in the total number of homeless veterans in the CoC as reported in the 2015 PIT count compared to the 2014 PIT count.
(limit 1000 characters)

San Mateo County experienced a decrease in the total number of homeless veterans as reported in the 2015 PIT count compared to 2013 (unsheltered)/2014 (sheltered). We believe this is due to expanded funding for both VASH and SSVF, active outreach and engagement by Homeless Outreach Teams to unsheltered homeless veterans, and strong coordination between our CoC, CoC Lead Agency (H.S.A.) and our local VA staff in Menlo Park. In 2014, there was a county-wide effort to increase awareness of the needs of our military veterans. A Veterans Needs Assessment was conducted and released at the county's first Veterans Summit. One of the keynote speakers was from the HUD Region IX office who spoke about the Mayor's Challenge to End Veteran Homelessness. This highlighted the need for all service providers to work more closely to ensure a coordinated approach for homeless veterans.

3B-3.2. How is the CoC ensuring that Veterans that are eligible for VA services are identified, assessed and referred to appropriate resources, i.e. HUD-VASH and SSVF?
(limit 1000 characters)

San Mateo County's Homeless Outreach Teams (HOT) conduct outreach and engagement with unsheltered homeless people throughout the community, including to homeless veterans. Each team has an outreach worker employed by Innvision Shelter Network who is trained to inquire about veteran status. IVSN also operates the county's SSVF program so can quickly connect eligible veterans to those resources. To ensure there are effective linkages between homeless providers and services and VA services, the CoC Steering Committee includes representatives from the County Veterans Services Office (CVSO), the Veterans Administration, IVSN, and the San Mateo County Housing Authority (which manages the VASH program). These organizations work closely together to ensure all providers in the community are informed about the availability of housing resources for homeless and at-risk veterans and that referral processes for VA services as well as for VASH and SSVF are clear and easily understood.

3B-3.3. For Veterans who are not eligible for homeless assistance through the U.S Department of Veterans Affairs Programs, how is the CoC prioritizing CoC Program-funded resources to serve this population?
(limit 1000 characters)

In October 2015 the CoC Steering Committee adopted the goal to prevent and end Veterans homelessness by 2016 to align with the goal within Opening Doors. The Steering Committee also adopted a policy to prioritize Veterans ineligible for VA programs for CoC funded programs. All the CoC-funded PSH projects are expected to place veterans who are not eligible for VA funded programs into the next available turnover slot, provided the veteran is otherwise eligible (i.e. if a dedicated CH unit, the veteran must be chronically homeless). The San Mateo County Human Services Agency, which is the lead CoC agency, has created a new position overseeing the County's Veterans Services Program. The new position is housed under the same department as the County's Center on Homelessness Program. The new Veterans Services Officer will be responsible for developing a plan to implement this new policy, including how the new CES will identify these veterans, in collaboration with the VA.

3B-3.4. Compare the total number of homeless Veterans in the CoC AND the total number of unsheltered homeless Veterans in the CoC, as reported by the CoC for the 2015 PIT Count compared to the 2010 PIT Count (or 2009 if an unsheltered count was not conducted in 2010).

	2010 (or 2009 if an unsheltered count was not conducted in 2010)	2015	% Difference
Total PIT count of sheltered and unsheltered homeless veterans:	222	183	-17.57%
Unsheltered count of homeless veterans:	96	90	-6.25%

3B-3.5. Indicate from the dropdown whether you are on target to end Veteran homelessness by the end of 2015.   No

This question will not be scored.

3B-3.5a. If "Yes," what are the strategies being used to maximize your current resources to meet this goal? If "No," what resources or technical assistance would help you reach the goal of ending Veteran homelessness by the end of 2015? (limit 1000 characters)

The CoC lead agency reached out to the Vets@Home Technical Assistance Initiative in order to receive support in regards to hitting the benchmarks for ending Veteran Homelessness. We have already had an initial meeting with a Technical Assistance Coach. Specifically, our CoC is interested in receiving support to help develop increased coordination between the CoC, VA, and other community stakeholders. Furthermore, our CoC would like support in creating and managing an active By-Name List and improving the local plan of goals and indicators towards ending Veterans homelessness. We are also interested in learning about best practices for maximizing the use of our existing supply of permanent supportive housing vouchers, which we are finding are difficult for our homeless veterans to use in our very expensive and competitive rental market.

4A. Accessing Mainstream Benefits

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

4A-1. Does the CoC systematically provide information to provider staff about mainstream benefits, including up-to-date resources on eligibility and mainstream program changes that can affect homeless clients?   Yes

4A-2. Based on the CoC's FY 2015 new and renewal project applications, what percentage of projects have demonstrated that the project is assisting project participants to obtain mainstream benefits, which includes all of the following within each project: transportation assistance, use of a single application, annual follow-ups with participants, and SOAR-trained staff technical assistance to obtain SSI/SSDI?

FY 2015 Assistance with Mainstream Benefits

Total number of project applications in the FY 2015 competition (new and renewal):	21
Total number of renewal and new project applications that demonstrate assistance to project participants to obtain mainstream benefits (i.e. In a Renewal Project Application, "Yes" is selected for Questions 3a, 3b, 3c, 4, and 4a on Screen 4A. In a New Project Application, "Yes" is selected for Questions 5a, 5b, 5c, 6, and 6a on Screen 4A).	21
Percentage of renewal and new project applications in the FY 2015 competition that have demonstrated assistance to project participants to obtain mainstream benefits:	100%

4A-3. List the healthcare organizations you are collaborating with to facilitate health insurance enrollment (e.g. Medicaid, Affordable Care Act options) for program participants. For each healthcare partner, detail the specific outcomes resulting from the partnership in the establishment of benefits for program participants.
(limit 1000 characters)

California is a Medicaid expansion state, so almost all homeless people in San Mateo County are eligible and many have been enrolled since 2013. Key partners in this effort include:
• San Mateo County's Health Care for the Homeless (HCH), in partnership with Innvision Shelter Network employs outreach and enrollment counselors to help homeless households enroll in Medi-Cal and Covered California. For the current calendar year, 18 homeless clients have been enrolled.
• San Mateo County H.S.A. Economic Self Sufficiency Division serves as a single point of access for public assistance programs, including Medi-Cal, CalFresh (SNAP), CalWORKs (TANF), General Assistance, and the Cash Assistance Program for Immigrants (CAPI). Homeless people can enroll not only in Medi-Cal but also secure other needed benefits through this office.
• Many homeless service providers also have Certified Health Care Enrollment staff at their program to assist their participants to sign up for ACA benefits.

4A-4. What are the primary ways that the CoC ensures that program participants with health insurance are able to effectively utilize the healthcare benefits available?

Educational materials:	X
In-Person Trainings:	X
Transportation to medical appointments:	X
Appointment scheduling and reminders	
Referrals for primary, vision, dental and mental health services	
Not Applicable or None:	

4B. Additional Policies

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

4B-1. Based on the CoC's FY 2015 new and renewal project applications, what percentage of Permanent Housing (PSH and RRH), Transitional Housing (TH) and SSO (non-Coordinated Entry) projects in the CoC are low barrier? Meaning that they do not screen out potential participants based on those clients possessing a) too little or little income, b) active or history of substance use, c) criminal record, with exceptions for state-mandated restrictions, and d) history of domestic violence.

FY 2015 Low Barrier Designation

Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO project applications in the FY 2015 competition (new and renewal):	21
Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2015 competition:	21
Percentage of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications in the FY 2015 competition that will be designated as "low barrier":	100%

4B-2. What percentage of CoC Program-funded Permanent Supportive Housing (PSH), RRH, SSO (non-Coordinated Entry) and Transitional Housing (TH) FY 2015 Projects have adopted a Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?

FY 2015 Projects Housing First Designation

Total number of PSH, RRH, non-Coordinated Entry SSO, and TH project applications in the FY 2015 competition (new and renewal):	21
Total number of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications that selected Housing First in the FY 2015 competition:	21
Percentage of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications in the FY 2015 competition that will be designated as Housing First:	100%

4B-3. What has the CoC done to ensure awareness of and access to housing and supportive services within the CoC's geographic area to persons that could benefit from CoC-funded programs but are not currently participating in a CoC funded program? In particular, how does the CoC reach out to for persons that are least likely to request housing or services in the absence of special outreach?

Direct outreach and marketing:	X
Use of phone or internet-based services like 211:	X
Marketing in languages commonly spoken in the community:	X
Making physical and virtual locations accessible to those with disabilities:	X
Not applicable:	

4B-4. Compare the number of RRH units available to serve any population from the 2014 and 2015 HIC.

		2014	2015	Difference
RRH units available to serve any population in the HIC:		13	62	49

4B-5. Are any new proposed project applications requesting $200,000 or more in funding for housing rehabilitation or new construction? No

4B-6. If "Yes" in Questions 4B-5, then describe the activities that the project(s) will undertake to ensure that employment, training and other economic opportunities are directed to low or very low income persons to comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) and HUD's implementing rules at 24 CFR part 135?
 (limit 1000 characters)

Not applicable.

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

    **4B-7a. If "Yes" in Question 4B-7, describe how the use of grant funds to
serve such persons is of equal or greater priority than serving persons
defined as homeless in accordance with 24 CFR 578.89. Description must
include whether or not this is listed as a priority in the Consolidated
Plan(s) and its CoC strategic plan goals. CoCs must attach the list of
projects that would be serving this population (up to 10 percent of CoC
total award) and the applicable portions of the Consolidated Plan.
(limit 2500 characters)**

    Not applicable.

**4B-8. Has the project been affected by a   No
major disaster, as declared by President
Obama under Title IV of the Robert T. Stafford
Act in the 12 months prior to the opening of
the FY 2015 CoC Program Competition?**

    **4B-8a. If "Yes" in Question 4B-8, describe the impact of the natural
disaster on specific projects in the CoC and how this affected the CoC's
ability to address homelessness and provide the necessary reporting to
HUD.
(limit 1500 characters)**

    Not applicable.

**4B-9. Did the CoC or any of its CoC program   Yes
recipients/subrecipients request technical
assistance from HUD in the past two years
(since the submission of the FY 2012
application)? This response does not affect
the scoring of this application.**

4B-9a. If "Yes" to Question 4B-9, check the box(es) for which technical assistance was requested.

This response does not affect the scoring of this application.

CoC Governance:	
CoC Systems Performance Measurement:	
Coordinated Entry:	
Data reporting and data analysis:	
HMIS:	
Homeless subpopulations targeted by Opening Doors: veterans, chronic, children and families, and unaccompanied youth:	X
Maximizing the use of mainstream resources:	
Retooling transitional housing:	
Rapid re-housing:	
Under-performing program recipient, subrecipient or project:	
Not applicable:	

4B-9b. If TA was received, indicate the type(s) of TA received, using the categories listed in 4B-9a, the month and year it was received and then indicate the value of the TA to the CoC/recipient/subrecipient involved given the local conditions at the time, with 5 being the highest value and a 1 indicating no value.

This response does not affect the scoring of this application.

Type of Technical Assistance Received	Date Received	Rate the Value of the Technical Assistance
vets@Home; TA not yet received		

4C. Attachments

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

For required attachments related to rejected projects, if the CoC did not reject any projects then attach a document that says "Does Not Apply".

Document Type	Required?	Document Description	Date Attached
01. 2015 CoC Consolidated Application: Evidence of the CoC's Communication to Rejected Projects	Yes	Evidence of Commu...	11/16/2015
02. 2015 CoC Consolidated Application: Public Posting Evidence	Yes		
03. CoC Rating and Review Procedure	Yes	Review and Rankin...	11/13/2015
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	Review and Rankin...	11/13/2015
05. CoCs Process for Reallocating	Yes	CoC's Process for...	11/16/2015
06. CoC's Governance Charter	Yes	CoC Governance Ch...	11/16/2015
07. HMIS Policy and Procedures Manual	Yes	HMIS Policies and...	11/16/2015
08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No		
09. PHA Administration Plan (Applicable Section(s) Only)	Yes	PHA Administratio...	11/16/2015
10. CoC-HMIS MOU (if referenced in the CoC's Goverance Charter)	No		
11. CoC Written Standards for Order of Priority	No	CoC's Written Sta...	11/16/2015
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes	No		
13. Other	No	Evidence of CoC C...	11/16/2015
14. Other	No		
15. Other	No		

Attachment Details

Document Description: Evidence of Communication to Rejected Projects

Attachment Details

Document Description:

Attachment Details

Document Description: Review and Ranking Process

Attachment Details

Document Description: Review and Ranking Public Posting

Attachment Details

Document Description: CoC's Process for Reallocating

Attachment Details

Document Description: CoC Governance Charter

Attachment Details

Document Description: HMIS Policies and Procedures Manual

Attachment Details

Document Description:

Attachment Details

Document Description: PHA Administration Plan Excerpt

Attachment Details

Document Description:

Attachment Details

Document Description: CoC's Written Standards for Order of Priority

Attachment Details

Document Description:

Attachment Details

Document Description: Evidence of CoC Communication

Attachment Details

Document Description: Review Panel Minutes and Priority Listing Public Posting

Attachment Details

Document Description: Public Posting Evidence of New Funding

Submission Summary

Page	Last Updated
1A. Identification	11/12/2015
1B. CoC Engagement	11/16/2015
1C. Coordination	11/16/2015
1D. CoC Discharge Planning	11/12/2015
1E. Coordinated Assessment	11/16/2015
1F. Project Review	11/16/2015
1G. Addressing Project Capacity	11/13/2015
2A. HMIS Implementation	11/16/2015
2B. HMIS Funding Sources	11/12/2015
2C. HMIS Beds	11/12/2015
2D. HMIS Data Quality	11/12/2015
2E. Sheltered PIT	11/12/2015
2F. Sheltered Data - Methods	11/13/2015
2G. Sheltered Data - Quality	11/12/2015
2H. Unsheltered PIT	11/12/2015
2I. Unsheltered Data - Methods	11/13/2015
2J. Unsheltered Data - Quality	11/13/2015
3A. System Performance	11/16/2015
3B. Objective 1	11/13/2015
3B. Objective 2	11/16/2015
3B. Objective 3	11/16/2015
4A. Benefits	11/12/2015
4B. Additional Policies	11/16/2015
4C. Attachments	Please Complete
Submission Summary	No Input Required

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www.smchsa.org

October 30, 2015
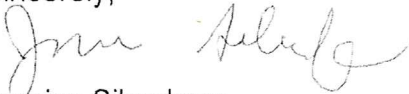
Dear Mr. Deal and Ms. Trejo,

The San Mateo County CoC's project review panel met on October 28th to score and rank all projects applying for 2015 CoC funding.

The panel recommended that the application from Vietnam Veterans of California dba Veteran's Resource Centers of America for SSO funding for the Next Step Veterans Resource Center be rejected for funding and not included in the 2015 CoC Project Priority List. The CoC Steering Committee met on Oct. 30th and approved the final Project Priority List, which does not include the Next Step Veterans Resource Center grant.

The reason that this application was rejected is that the project received the lowest score of all the renewals submitted, with a total score of 51 out of 100 points. The scoring system is based on objective scoring criteria relating to project performance and the CoC's established performance standards.

If you wish to appeal this decision, please submit your appeal request to me in writing no later than 5:00 on November 3, 2015. Appeals will be handled according to the process outlined in the CoC's approved Review and Ranking Policy document, which I am attaching to this letter.

Sincerely,

Jessica Silverberg
Manager, Center on Homelessness
Human Services Agency, Lead Agency for San Mateo County CoC

San Mateo County – Continuum of Care
2015 NOFA Review Panel Meeting

October 28, 2015
9:00 am
HSA office, 1 Davis Drive, Belmont

Minutes

Present: Review panel members
Committee support: Kate Bristol and HSA staff (Jessica Silverberg, Brian Eggers, Selina Toy Lee, Christine Ferry)

Topic	Discussion	Action/ Next Steps
Welcome and Introductions		
Review and raking projects	Discussed the CoC Review and Ranking Process policy, which guides this process. The policy has been approved by CoC steering committee and has been shared with the CoC email list serve, shared publicly on the website, and had been shared with this review panel prior to today's meeting The panel reviewed and discussed the renewal projects, the bonus/new project application and the HMIS project application. Panel discussed the ranking of projects. The panel created the project priority list. See attachment.	The CoC steering committee will finalize the project priority list at their 10/30 meeting.
Closing	Meeting adjourned at approximately 12 noon	

2015 Rankings from Review and Ranking Committee 10-28-15 - San Mateo County CoC

Tier	Rank	Project Name	Provider Name	Type	TOTAL SCORE n/a= not scored, placed by committee per policy	Grant Request	Running Total	
1	1	S+C Tenant Based (SP10)	Housing Authority	PH	81	$ 1,835,978	1,835,978	
1	2	S+C Belmont Apartments	Housing Authority	PH	81	$ 175,891	2,011,869	
1	3	S+C 9 (Tenant Based)	Housing Authority	PH	77	$ 62,446	2,074,315	
1	4	S+C 12 (Tenant Based)	Housing Authority	PH	72	$ 62,446	2,136,761	
1	5	S+C Sponsor Based (SP2)	Housing Authority	PH	70	$ 1,039,122	3,175,883	
1	6	S+C 11 (Tenant Based)	Housing Authority	PH	67	$ 62,446	3,238,329	
1	7	SHP Scattered Sites	Housing Authority	PH	63	$ 813,703	4,052,032	
1	8	Vendome/PUSH	InnVision Shelter Network	PH	63	$ 176,871	4,228,903	
1	9	Casa de Sor Juana Ines	CORA	TH	62	$ 229,668	4,458,571	
1	10	Spring Street Transitional	MHA	TH	61	$ 40,283	4,498,854	
1	11	SAYAT Program	MHA	PH	60	$ 74,666	4,573,520	
1	12	First Step for Families	InnVision Shelter Network	TH	59	$ 504,212	5,077,732	
1	13	Safe Harbor Transitional	Samaritan House	TH	59	$ 107,000	5,184,732	
1	14	Maple Street	InnVision Shelter Network	TH	57	$ 230,050	5,414,782	
1	15	Family Crossroads	InnVision Shelter Network	TH	57	$ 133,750	5,548,532	
1	16	Redwood Family House	InnVision Shelter Network	TH	56	$ 133,750	5,682,282	
1	17	HMIS	Human Services Agency	HMIS	n/a	$ 80,110	5,762,392	
1	18	Rapid Re-Housing 2014	InnVision Shelter Network	PH	n/a	$ 416,244	6,178,636	Tier 1 = 6,362,479
split 1, 2	19	Permanent Supportive Housing (SP16)	Housing Authority	PH	n/a	$ 978,009	7,156,645	
2	20	SAFE (Savings and Financial Education) 2014	InnVision Shelter Network	PH	n/a	$ 136,743	7,293,388	
2	21	Shelter Plus Care Sponsor Based (SP15)	Housing Authority	PH	n/a	$ 191,881	7,485,269	
2	22	PSH (SP17)	Housing Authority	PH	89	$ 1,122,616	8,607,885	

Projects Not Selected to Go Forward in NOFA Process

		Next Step Center	Vietnam Veterans	SSO	51	$ 74,690	$ 74,690	

San Mateo County – Continuum of Care Steering Committee
October 30, 2015
9:30 am

<u>Minutes</u>

Present: Fatima Soares, Lenelle Suliguin, Jesus Contreras, Laura Bent, Sandy Council, Cori Manthorne, Janice Carter, Melissa Wagner, Caitlin Billings, Katherine Finnigan, Ana Morales, Norman Aleman, Stephanie Weisner, Jesus Contreras, Michael Radding
Staff: Kate Bristol (Via Phone), Selina Toy Lee, Brain Eggers Tammie Sweetser, Jessica Silverberg

Topic	Discussion	Action/ Next Steps
Welcome and Introductions Jessica Silverberg	Jessica Silverberg (filling in for Melissa Platte) called meeting to order at 9:32 A.M.	
Finalize project priority list for 2015 CoC NOFA Jessica Silverberg/Kate Bristol	COC Rating and Ranking Committee met earlier in the week to rank and rate the CoC applications for 2015. Eighteen applications were placed in Tier 1, one was split between Tier 1 and Tier 2, three were placed in Tier 2 and one application was not accepted. Lenelle Suliguin made a motion to approve the 2015 CoC NOFA Priority List Fatima Soares seconded the motion All that were eligible to vote stated "aye" and the motion was passed. (Members who are part of an agency that applied for funding are not eligible to vote on NOFA raking-related votes.)	
Review and approve revisions to the governance charter Kate Bristol	Kate reviewed the edits that the governance charter edits that the CoC Committee had approved at the previous CoC meeting. Governance charter was approved unanimously.	

Topic	Discussion	Action/ Next Steps
Vote on potential new committee members Jessica Silverberg	6 new potential committee members were discussed. These potential members had been identified via conversations with Chair Melissa Platte. Discussed what stakeholder groups these members can help represent for the committee. Melissa Wager and Stephanie Weisner shared their background. A motion was made to approve these 6 new members to the committee Motioned seconded by Laura Bent The rest of the committee stated "aye" and the motion was passed unanimously. The six new committee members are listed below. Name Stakeholder Groups Judy Davila Mental health, organizations that serve victims of human trafficking Dan Brown Formerly homeless individuals/at large members Steve Carey Formerly homeless individuals/at large members Paul Tunison Formerly homeless individuals/at large members Melissa Wagner Law enforcement, local jail Stephanie Weisner Alcohol and drug treatment system, mental health, and homeless youth	
Announcements/other items	Jessica and Selina provided updates on the system redesign, HUD technical assistance on ending veteran homelessness (Vets@Home), and AHAR.	
Adjournment Jessica Silverberg	Meeting adjourned at 10:45	

2015 Rankings from Review and Ranking Committee 10-28-15 - San Mateo County CoC

Tier	Rank	Project Name	Provider Name	Type	TOTAL SCORE n/a= not scored, placed by committee per policy	Grant Request	Running Total	
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2	22	PSH (SP17)	Housing Authority	PH	89	$ 1,122,616	8,607,885	

Projects Not Selected to Go Forward in NOFA Process

| | | Next Step Center | Vietnam Veterans | SSO | 51 | $ 74,690 | $ 74,690 | |

From: Tammie Sweetser

11/6/2015 2:40:32 PM

To: CoC Steering Committee 2016

Subject: CoC Minutes from The October 28th NOFA Ranking Meeting & October 30th CoC Special Meeting

ⓘ GroupWise has restricted this webpage from running scripts or ActiveX controls that could access your computer. Click here to allow access.

Good afternoon

Please find attached the minutes from October 28th NOFA ranking meeting and the October 30th CoC Special Meeting.

Have a great weekend

Tammie

Tammie Sweetser

Assistant to Selina Toy Lee, Director of Collaborative Community Outcomes (Center on Homelessness, Children's Fund, H.S.A, Office of Emergency Response, S.T.E.M, & Veterans Services)

San Mateo County

Human Services Agency

1 Davis Drive

Belmont, CA 94002

Phone (650) 802-5116

Pony: HSA 400

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Web Site: www.smchsa.org

Message

📄 PDF
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📄 PDF
CoC Steering
Minutes an...

All CoCs and project applicants are required to apply for the 2015 CoC competition electronically through HUD's e-snaps system at http://www.hud.gov/esnaps. No paper applications will be accepted.

The deadline for San Mateo County to submit our CoC application to HUD is November 20, 2015. Our local deadline for applicants to submit their requests for new project funding to the CoC Lead Agency, the San Mateo County Human Services Agency, Center on Homelessness, is October 20, 2015, at 5:00 p.m.

More information on the local process and time line is available in the documents below.

Potential applicants meeting

September 30, 2015 at 1:00 -3:30 p.m at HSA's office at 400 Harbor Blvd, Belmont, Building B, in the Belize room. This meeting will be for organizations interested in applying for either new or renewal funding and will provide details on our local process.

Notice Document(s)

PDF	San Mateo County CoC 2015 New Project Funding Announcement.pdf	157.44 KB
PDF	2015 Rating and Ranking Process 10092015.pdf	370.12 KB
PDF	Review Panel Minutes and Priorty List 10-28-15.pdf	96.55 KB
PDF	CoC Steering Minutes and Final Priority List.pdf	159.99 KB

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San Mateo County Continuum of Care

2015 CoC Competition
PROJECT REVIEW AND RANKING PROCESS

Updated Oct. 9, 2015

I. Background on 2015 NOFA and Ranking Requirements

On September 18, 2015 the U.S. Department of Housing and Urban Development (HUD) published the *Notice of Funding Availability (NOFA) for the Continuum of Care Homeless Assistance Program*.

This year, funding is available for eligible renewal projects. Our CoC may also apply for up to $1,122,790 in new "bonus" permanent housing projects in the following categories:

- Permanent Supportive Housing (PSH) serving chronically homeless people;
- Rapid Re-Housing (RRH) serving homeless single adults or families with children coming from streets or shelters (not transitional housing)

San Mateo County may also create new PSH or RRH projects through the re-allocation of funds from lower performing existing grants. These re-allocated funds may also be used by the CoC Lead Agency (San Mateo County Human Services Agency) for dedicated HMIS projects or Coordinated Entry projects.

The NOFA requires that each CoC conduct a transparent and objective process to review and rank all applications for renewal of existing projects and creation of new projects. Ranking of renewal projects must incorporate regularly collected data on project performance and effectiveness. Additionally, the CoC must place projects into Tier 1 and Tier 2, with projects in Tier 2 having to compete nationally for funding.

This document describes the San Mateo County CoC policies and process governing the review and ranking of projects in the 2015 competition, as well as the adopted policy for determining which projects are placed into Tier 2.

II. Rating and Ranking Process and Criteria

a. Adoption of Performance Standards

On July 12, 2013, the CoC Steering Committee adopted objective Project Performance Standards for all program types within the continuum (emergency shelter, short and long term transitional housing, permanent housing, rapid re-housing, services only with housing focus, services only with employment focus). These standards were developed by the Project Performance Subcommittee based on analysis of HMIS data and guided by HUD's standards as set forth in HEARTH and the CoC Interim Regulation.

The Performance Standards are attached as **Attachment A**.

b. Solicitation of CoC Applications

On September 18, 2015, the CoC Lead Agency (Human Services Agency Center on Homelessness) released an announcement of available funding for both new and renewal CoC projects. These were distributed broadly via email to the provider community. The announcement for new projects was also posted to the H.S.A. website. The announcements explain the process for submitting application, as well as the review criteria and process.

c. Application Process

- No later than October 12, 2015 renewal applicants will receive a Project Performance Report from the Center on Homelessness summarizing their progress in meeting the established performance standards as documented in their APR. This report provides each renewal project applicant the opportunity to provide any narrative explanation or clarification regarding why they did not did not meet any of the standards. This document also includes supplemental narrative questions.

- By October 20, 2015, all applicants (new and renewal) must complete and submit their Project Application(s) (Exhibit 2) in e-snaps. Renewal applicants must also submit their completed Project Performance Reports including any clarifications and responses to the supplemental narrative.

d. Review, Ranking and Tiering Process

- The Center on Homelessness will convene an unbiased and non-conflicted Review Panel composed of representatives from neutral (non-applicant) organizations. The Panel may include staff from the County of San Mateo, San Mateo cities and towns, funders and non-profit housing and social services organizations.

- The Review Panel will meet on October 28, 2015 to determine final ranking of the projects.

- Prior to the meeting, the Center on Homelessness staff will calculate the preliminary score for all renewal applicants using the objective Scoring Factors in **Attachment B**. The preliminary scores will be distributed to the Review Panel prior to the meeting.

- Prior to the meeting, the Panel will receive copies of all new project applications for review and scoring. New project applications will be scored using the scoring factors in **Attachment C.**

- At the meeting, the Review Panel will determine the final order of ranking of projects in accordance with the Ranking and Tiering Policy in **Attachment D**.

- The rankings will be brought to the Continuum of Care Steering Committee for approval on October 30, 2015.

- All applicants will be notified no later than October 30, 2015 whether their project is being included in the application as well as their rank on the Project Priority listing.

- Applicants may appeal any of the following decisions of the CoC Steering Committee:

  - Placement of project into Tier 2

  - Reduction of renewal grant amount (i.e. renewal grant partially re-allocated to a new project)

  - Elimination of renewal grant (i.e. entire grant re-allocated to a new project)

Appeals must be submitted in writing to the Center on Homelessness no later than 5:00 p.m. on November 3, 2015. Appeals will be heard by a panel of three non-conflicted members of the CoC Steering Committee who did not serve on the review panel. The decision of the appeal panel is final.

ATTACHMENT A

Performance Standards as Adopted July 12, 2013

	Measures	Emergency Shelter	Short-Term TH	Long-Term TH	Permanent Supportive Housing	Rapid Re-Housing	Services Only - Housing Related	Services Only – Employ ment
1	**Exit to Permanent Housing** Percent of all leavers who exited to a permanent destination	20%	40%	65%	NA	80%	65%	40%
2	**Maintain PH > 6 Months** Percent of all participants who stayed more than 6 months	NA	NA	NA	95%	60%	NA	NA
3	**Exit with Employment Income** Percent of adult leavers who exited with employment income	10%	20%	20%	NA	20%	20%	20%
4	**Exit with Increased Income** Percent of adult leavers who exited with increased income from all sources	10%	20%	20%	20%	20%	20%	20%
5	**Occupancy** Average daily bed/unit/ or program slot utilization	90%	90%	90%	90%	90%	90%	90%
6	**CoC Grant Spending** Percentage of CoC award spent in most recently completed yr	95%	95%	95%	90%	95%	95%	95%
7	**HMIS Data Quality** Percentage of null/missing and don't know/refused values	Less than 10%	Less than 10%	Less than 10%	Less than 10%	Less than 10%	Less than 10%	Less than 10%

ATTACHMENT B
SCORING FACTORS FOR RENEWAL PROJECTS

The scoring system for renewal projects is based on objective criteria, including a consideration of past performance as demonstrated by APR and HMIS data. The scoring system also takes into consideration the severity of needs and vulnerabilities experienced by program participants, and the extent to which projects are aligned with Housing First principals (low barriers to participation, no service participation requirements or preconditions).

Scoring Factor		Maximum and Minimum Scores	
		TH and SS0	PSH
1	Exits to Permanent Housing	Exceeds Standard by more than 50% = 11 points Meets Standard or Exceeds by 50% = 5 points Within 50% of Standard = 3 points Below 50% of Standard = 0 points	Not Applicable
2	Maintain Housing > 6 Months	Not Applicable	Exceeds Standard by more than 50% = 11 points Meets Standard or Exceeds by 50% = 5 points Within 50% of Standard = 3 points Below 50% of Standard = 0 points
3	Exit With Employment Income	Exceeds Standard by more than 50% = 11 points Meets Standard or Exceeds by 50% = 5 points Within 50% of Standard = 3 points Below 50% of Standard = 0 points	Not Applicable
4	Exit With Increased Income	Exceeds Standard by more than 50% = 11 points Meets Standard or Exceeds by 50% = 5 points Within 50% of Standard = 3 points Below 50% of Standard = 0 points	
5	Occupancy	Exceeds Standard by more than 50% = 11 points Meets Standard or Exceeds by 50% = 5 points Within 50% of Standard = 3 points Below 50% of Standard = 0 points	
6.	CoC Grant Spending	Exceeds Standard by more than 50% = 10 points Meets Standard or Exceeds by 50% = 5 points Within 50% of Standard = 3 points Below 50% of Standard = 0 points	
7.	HMIS Data Quality	All Data Elements Less Than 10% Missing/Don't Now = 11 points 1-2 Data Elements More Than 10% Missing/Don't Know = 5 points More Than 2 Data Elements More Than 10% Missing/Don't Know = 0 points	
8.	Leverage	At least 150% of HUD CoC request = 3 points 100-149% of HUD CoC request = 1 point Less than 100% of HUD CoC request = 0 points	

Scoring Factor		Maximum and Minimum Scores	
		TH and SS0	PSH
9.	Cost Effectiveness	Cost per unit/person served is reasonable for project type = 5 points Cost per unit/person served is not reasonable for project type = 2 points	
10.	Housing First (Project Application, Section 3B)	Items checked on Question 3B.4 – Housing First Checked 6 out of 8 items = 10 points Checked 3 to 5 out of 8 items = 5 points Checked 2 or fewer items = 0 point	
11.	Prioritizing Highest Need Households	Entries from literally homeless situations; with zero income; with disabling conditions, narrative on how project prioritizes high need clients: Strongly prioritizes high needs= 5 points Does not strongly prioritize high needs= 2 points	
12.	Grants Management (Project App. 2B)	Project has no outstanding or unresolved HUD monitoring findings, APR was submitted on time, and drawdowns completed quarterly = 5 points If not = 0 points	
13.	HUD Policy Priorities	Not Applicable	Permanent Housing or Rapid Re-Housing = 11 points
		Targets a Priority Population: Chronically Homeless Individuals, Veterans = 7 points	
Maximum Score		100	100

Methodology for Renewal Scoring Factors:

Factor 1 through 7 (Project Performance): Data will be extracted from APR for each project to calculate these performance measures.

Factor 8 (Leverage): This information will be taken from the 2015 Project Application.

Factor 9: (Cost Effectiveness): This will be calculated by dividing total CoC funds requested by the number of beds in the project to arrive at an average cost per bed.

Factor 10: (Housing First): This will be based on how the applicant responds to the Questions on Section 3B of the Project Application relating to Housing First, entry barriers and service participation requirements. Those with lower barriers and fewer service participation requirements will receive higher scores.

Factor 11: (Prioritizing Highest Need Households): This factor considers whether the project is serving a high need population and is based on the following considerations: extent to which the project serves individuals entering from literal homelessness (streets or shelters), have zero income at entry, or have a disability. This information will be drawn from the most recent APR. In addition, applicants will be asked to provide a brief narrative describing how they target and prioritize high need households.

Factor 12: (Grants Management): Applicants will be scored based on their responses to the
   questions in Section 2B of the Project Application, including whether they have unresolved
   HUD findings, whether the APR was completed on time, and whether they have made
   drawdowns at least quarterly. Having unspent grant funds returned to HUD is incorporated
   into Factor 6.

Factor 13: (HUD Policy Priorities): This factor provides additional points for permanent housing
   projects (both PSH and RRH) as well as projects targeting chronically homeless people and
   homeless veterans, in alignment with HUD's priorities for ending chronic homelessness and
   veteran homelessness by 2017.

ATTACHMENT C
SCORING FACTORS FOR NEW PROJECTS

Rating Factor	Maximum Score
1. HEARTH and Opening Doors Objectives. The project articulates how it will advance the goals set forth in HEARTH and Opening Doors (the federal strategic plan to end homelessness): • Reduce new entries into homelessness • Reduce the length of time people are homeless • Reduce returns to homelessness • Increase participant income	5
2. Targeting and Outreach • Project targets an eligible population • Project targets participants who are coming from the street or other locations not meant for human habitation, emergency shelters, safe havens, or fleeing domestic violence • There is a strong outreach plan specifically designed to identify and engage people in the target population and ensure they are able to access the program	10
3. Appropriateness of Housing • Type, scale, and location of the housing fit the needs of the program participants • Participants are assisted to secure housing as quickly as possible • Programs and activities are offered in a setting that enables homeless people with disabilities to interact with others without disabilities to the fullest extent possible	10
4. Housing First Model • Project will have low barriers to entry and does not screen out applicants based on having no or low income, active or history of substance use, criminal record (except for State mandated requirements), history of domestic violence) or lack of willingness to participate in services • Project services are client-centered • Project will not terminate participation for: failure to participate in services, failure to make progress on service plan, loss of income or failure to improve income; being a victim of domestic violence, or other activities not covered in the lease agreement	15
5. Service Plan • Type, scale, location of the supportive services fit the needs of the program participants and are readily accessible. This includes services funded by the CoC grant and other project funding sources • There is a specific plan to ensure participants are individually assisted to obtain the benefits of the mainstream health, social, and employment programs for which they are eligible • There is a specific plan to ensure participants are assisted to obtain and remain in permanent housing in a manner that fits their needs	20

Rating Factor	Maximum Score
• There is a specific plan to ensure participants are assisted to increase their incomes and live independently	
6. Timing • Applicant has a clear plan to begin operations within one year of award	10
7. Applicant Capacity • Recent relevant experience in providing housing to homeless people • Relevant experience in operation of housing projects or programs, administering leasing or rental assistance funds, delivering services and entering HMIS data • If application has sub recipients, applicant organizations have experience working together • Any outstanding monitoring or audit issues or issues are explained	20
8. Financial Feasibility and Effectiveness • Costs appear reasonable and adequate to support proposed program • Match requirement is met • Additional resources leveraged	10
TOTAL	**100**

ATTACHMENT D
RANKING AND TIERING POLICIES

1. Ranking Policy

In determining the rank order of projects, the Review Panel will adhere to the following policies:

a. Projects will be ordered in accordance with their scores as set forth in Attachment B (for renewal projects) and Attachment C (for new projects).

b. Projects falling into <u>Tier 1</u> will be submitted on the Project Priority list in the order in which they are ranked

c. Projects falling into <u>Tier 2</u> will be ranked according to the policies set forth in below in Section 3 and 4.

d. The following project types will not receive scores:
    - Renewal projects that do not have any performance data (because they were only recently awarded) will be placed at the bottom of Tier 1 or into Tier 2, at the discretion of the Review Panel.
    - Any new dedicated HMIS or Coordinated Entry projects created through re-allocation will not receive scores. As critical infrastructure for the CoC, new dedicated HMIS and/or Coordinated Entry projects will be placed at the bottom of Tier 1 or into Tier 2 at the discretion of the Review Panel.

2. Tier Two Project Scoring as Established in the HUD NOFA

In this year's NOFA, HUD has set forth a scoring system for Tier 2 Projects:
    a. CoC Score – 60 points
    b. CoC Project Ranking – Up to 20 points based on how each project is ranked within Tier 2, with those closer to the top of the list receiving more points
    c. Project Type – Permanent supportive housing, rapid re-housing, HMIS and Coordinated Entry projects receive 10 points; transitional housing 3 points and support services only projects 1 point.
    d. Housing First – projects that demonstrate low barriers to entry, prioritize rapid placement into housing, and that do not have service participation requirements receive up to 10 points.

All projects in Tier 2 will compete nationally for funding based on this scoring system. Projects lower on the list are less likely to be funded, as are transitional housing and services only projects, which are eligible for fewer points under item c.

3.   San Mateo County Tier 2 Policy

Once the rank order of projects has been determined (see Section 1), any TH or SSO projects falling into Tier 2 will be candidates for <u>possible</u> re-allocation to create new permanent housing, rapid-re-housing, dedicated HMIS or Coordinated Entry projects. The Review Panel will make a recommendation as to whether to re-allocate Tier 2 projects or leave them in their rank order.

4.   Re-Allocation Policy

In addition to the above, the Review Panel will examine the spending history of ALL renewal projects to determine if any grants should be reduced. Any grants that have significant under spending will be candidates to have their grant amount reduced. Funds captured from grants that are reduced will be used to fund new permanent housing or rapid-re-housing project(s), HMIS, or Coordinated Entry projects, which can be placed either in Tier 1 or Tier 2.

Renewal applicants may request to voluntarily re-allocate one or more of their grants, either in whole or in part. If re-allocating in part, the applicant's grant will be reduced by the amount requested and re-allocated to a new PH or RRH project. If an applicant wishes to voluntarily re-allocate in whole, with the purpose of replacing their existing project with a new PH or RRH project, the new project will be ranked and scored according to the policies outlined in this document. There is no guarantee that voluntarily re-allocated projects will be placed in Tier 1.

5.   Final Project Priority List

After following the process described above, the Review Panel may elect to make adjustments to the order of projects if doing so will advance the goals of ensuring a more competitive overall funding application and maximizing our CoC's ability to fund eligible renewals and new projects. Adjustments may also be made to address any issues that arise from projects straddling the Tier 1 and Tier 2 line, in accordance with the policy outlined in the HUD NOFA.

CoC's process for re-allocating excerpted from Review and Ranking Process document in Attachment D #4 on page 11 attached.

ATTACHMENT D
RANKING AND TIERING POLICIES

1. <u>Ranking Policy</u>

In determining the rank order of projects, the Review Panel will adhere to the following policies:

a. Projects will be ordered in accordance with their scores as set forth in Attachment B (for renewal projects) and Attachment C (for new projects).

b. Projects falling into <u>Tier 1</u> will be submitted on the Project Priority list in the order in which they are ranked

c. Projects falling into <u>Tier 2</u> will be ranked according to the policies set forth in below in Section 3 and 4.

d. The following project types will not receive scores:
   - Renewal projects that do not have any performance data (because they were only recently awarded) will be placed at the bottom of Tier 1 or into Tier 2, at the discretion of the Review Panel.
   - Any new dedicated HMIS or Coordinated Entry projects created through re-allocation will not receive scores. As critical infrastructure for the CoC, new dedicated HMIS and/or Coordinated Entry projects will be placed at the bottom of Tier 1 or into Tier 2 at the discretion of the Review Panel.

2. <u>Tier Two Project Scoring as Established in the HUD NOFA</u>

In this year's NOFA, HUD has set forth a scoring system for Tier 2 Projects:
   a. CoC Score – 60 points
   b. CoC Project Ranking – Up to 20 points based on how each project is ranked within Tier 2, with those closer to the top of the list receiving more points
   c. Project Type – Permanent supportive housing, rapid re-housing, HMIS and Coordinated Entry projects receive 10 points; transitional housing 3 points and support services only projects 1 point.
   d. Housing First – projects that demonstrate low barriers to entry, prioritize rapid placement into housing, and that do not have service participation requirements receive up to 10 points.

All projects in Tier 2 will compete nationally for funding based on this scoring system. Projects lower on the list are less likely to be funded, as are transitional housing and services only projects, which are eligible for fewer points under item c.

3. San Mateo County Tier 2 Policy

Once the rank order of projects has been determined (see Section 1), any TH or SSO projects falling into Tier 2 will be candidates for <u>possible</u> re-allocation to create new permanent housing, rapid-re-housing, dedicated HMIS or Coordinated Entry projects. The Review Panel will make a recommendation as to whether to re-allocate Tier 2 projects or leave them in their rank order.

4. Re-Allocation Policy

In addition to the above, the Review Panel will examine the spending history of ALL renewal projects to determine if any grants should be reduced. Any grants that have significant under spending will be candidates to have their grant amount reduced. Funds captured from grants that are reduced will be used to fund new permanent housing or rapid-re-housing project(s), HMIS, or Coordinated Entry projects, which can be placed either in Tier 1 or Tier 2.

Renewal applicants may request to voluntarily re-allocate one or more of their grants, either in whole or in part. If re-allocating in part, the applicant's grant will be reduced by the amount requested and re-allocated to a new PH or RRH project. If an applicant wishes to voluntarily re-allocate in whole, with the purpose of replacing their existing project with a new PH or RRH project, the new project will be ranked and scored according to the policies outlined in this document. There is no guarantee that voluntarily re-allocated projects will be placed in Tier 1.

5. Final Project Priority List

After following the process described above, the Review Panel may elect to make adjustments to the order of projects if doing so will advance the goals of ensuring a more competitive overall funding application and maximizing our CoC's ability to fund eligible renewals and new projects. Adjustments may also be made to address any issues that arise from projects straddling the Tier 1 and Tier 2 line, in accordance with the policy outlined in the HUD NOFA.

All CoCs and project applicants are required to apply for the 2015 CoC competition electronically through HUD's e-snaps system at http://www.hud.gov/esnaps. No paper applications will be accepted.

The deadline for San Mateo County to submit our CoC application to HUD is November 20, 2015. Our local deadline for applicants to submit their requests for new project funding to the CoC Lead Agency, the San Mateo County Human Services Agency, Center on Homelessness, is October 20, 2015, at 5:00 p.m.

More information on the local process and time line is available in the documents below.

Potential applicants meeting

September 30, 2015 at 1:00 -3:30 p.m at HSA's office at 400 Harbor Blvd, Belmont, Building B, in the Belize room. This meeting will be for organizations interested in applying for either new or renewal funding and will provide details on our local process.

Notice Document(s)

PDF	San Mateo County CoC 2015 New Project Funding Announcement.pdf	157.44 KB
PDF	2015 Rating and Ranking Process 10092015.pdf	370.12 KB
PDF	Review Panel Minutes and Priorty List 10-28-15.pdf	96.55 KB
PDF	CoC Steering Minutes and Final Priority List.pdf	159.99 KB

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San Mateo County Continuum of Care
COC AND HMIS GOVERNANCE CHARTER

Adopted January 17, 2014
Revised October 30, 2015

I. Overview: Continuum of Care Structure and Purpose Under HEARTH

The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 amends and reauthorizes the McKinney-Vento Homeless Assistance Act. HEARTH provides the statutory framework for the federal government's response to homelessness. Among the requirements established in HEARTH is that every community establish a "Continuum of Care (CoC)," defined as "the group organized to carry out the responsibilities required under [HEARTH] and that is composed of representatives of organizations, including nonprofit homeless service providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons to the extent these groups are represented within the geographic area and are available to participate."

The CoC's primary responsibilities under the HEARTH Act include the following:
- Operating the CoC
- Designating and operating a Homeless Management Information System (HMIS)
- CoC planning

The Emergency Shelter Grants (ESG) Program further requires that a jurisdiction that receives an ESG grant "must consult with the Continuum of Care in determining how to allocate its ESG grant for eligible activities; in developing the performance standards for, and evaluating the outcomes of, projects and activities assisted by ESG funds; and in developing funding, policies, and procedures for the operation and administration of the HMIS."

The HEARTH Act directs each local community to establish a CoC governance structure and process, to be formalized through a written Governance Charter.

II. San Mateo County CoC Goals and Objectives

1. The San Mateo County CoC has made a commitment to achieving the goals set forth in Opening Doors: The Federal Strategic Plan to Prevent and End Homelessness:
2. Finish the job of ending chronic homelessness by 2017
3. Prevent and end Veterans homelessness by 2016

4. Prevent and end homelessness for families, youth, and children by 2020
5. Set a path toward ending all types of homelessness

In 2015-2016, the CoC is undertaking a strategic planning process that will result in a specific plan, strategies and timeline to meet these goals. The plan will identify the structure for carrying out this work, including the individuals, committee and organizations that will be responsible for ensuring the goals are met.

The CoC is committed to meeting the HEARTH measures, including: reducing the number of first time homeless households, increasing the rate of exit to permanent housing, reducing the length of time households are homeless, reducing the rate of return to homelessness and increasing participant income.

Additionally, the CoC affirms an intention to develop a system that meets the specific needs of all populations. Specific goals include:
- Homeless families are rapidly re-housed within 30 days of becoming homeless.
- The CoC shall develop strategies that address the unique needs of unaccompanied homeless youth, including strategies that addresses homeless youth trafficking and other forms of exploitation;
- The CoC shall ensure that persons fleeing domestic violence are offered available safe housing and services available, and that they have options and choices, and that their personal information is protected.

III. San Mateo County CoC Steering Committee – Structure and Function

A. Authority

In San Mateo County, the CoC role and responsibilities is fulfilled by a committee called the San Mateo County CoC Steering Committee ("the Steering Committee"). The Steering Committee is convened and staffed by the San Mateo County Human Services Agency (HSA), Center on Homelessness. H.S.A. also serves as the CoC Lead Agency. The Steering Committee is responsible for overseeing the creation of an annual Homeless Continuum of Care plan and application to HUD for funding for projects and programs serving homeless persons. Specific responsibilities are detailed in Section V.

B. Purpose

The purpose of the CoC Steering Committee is to:
- Oversee a year-round planning process designed to guide the development of a continuum of housing and services designed to address the problem of homelessness in San Mateo County;
- Oversee San Mateo County's annual application to HUD for Continuum of Care funding;
- Oversee the implementation of the Homeless Management Information System

(HMIS);
- Consult with the San Mateo County Department of Housing and entitlement jurisdictions on the administration of ESG funds, including funding allocations, performance standards, and evaluation of project performance.

C. Composition

CoC Regulations (578.5) require that the CoC Steering Committee be representative of the relevant organizations and of projects serving homeless subpopulations and include at least one homeless or formerly homeless individual.

The CoC composition is designed to ensure that the CoC solicits and considers opinions from individuals and organizations with knowledge or an interest in ending homelessness in the area.

The San Mateo County Steering Committee shall be composed of no more than forty members. In order to ensure input and participation from all stakeholders involved in addressing the problem of homelessness, the Steering Committee shall include representatives of the following constituencies, in the following numbers.

Stakeholder Group	Number of Representatives on Committee
Non-Profit Service Providers Representing Key Service Modalities : 1. Prevention 2. Outreach 3. Emergency shelter, 4. Transitional or Interim housing 5. Rapid Re-Housing 6. Supportive housing 7. Affordable housing 8. Core Service Agency/Safety Net	Up to 8 (one for each modality)
Mainstream Service Systems: 1. Employment and Training System 2. Mental Health System 3. Alcohol and Drug Treatment System 4. Health System 5. Criminal Justice System	Up to 5 (one for each system)

Stakeholder Group	Number of Representatives on Committee
Organizations Representing Key Subpopulations: 1. Veterans 2. Seniors 3. Youth 4. Domestic Violence Survivors	Up to 4 (one for each subpopulation)
Entitlement Cities: 1. Daly City 2. Redwood City 3. San Mateo 4. South San Francisco	Up to 4 (one for each city)
County Government Rep	1
Housing Authority Representative	1
Private Foundation Rep	1
Business Rep	1
Homeless or Formerly Homeless Individual	1
Housing Developer	1
Housing Advocate	1
Community Development/Finance Rep	1
At-Large Members	Up to 6
Subcommittee and Workgroup Chairs	Up to 5

D. Terms

Steering Committee members shall serve for three-year terms. Steering Committee members may be reelected, with a term limit of three three-year terms (nine consecutive years).

E. Election/Nomination of Members

A new Steering Committee shall be seated each year in October. Slots that are vacant due to resignation or term expiration shall be filled through a nomination process. Nominations shall be solicited for vacant slots July - September. The process for solicitation of nominations shall include outreach by Lead Agency staff and Committee members (via emails, phone calls, announcements at meetings, etc.), advertisement in local media, and posting of flyers at community organizations. Specific individuals (not organizations) shall be recruited who are able to represent the constituencies described in Section C. Once a slate of individuals has been identified, the Committee will entertain nominations and elect the new members to fill the vacant slots. New members shall be voted in at the first meeting of the calendar year.

F. Meetings

The Steering Committee shall meet on a quarterly basis, usually in October, January/February, April/May and July/August (dates will be impacted by the deadline for HUD Continuum of Care NOFA as well as by the ESG funding cycle).

Meetings shall be open to any interested individual, including members of the public. Meeting announcements and agenda will be distributed to members by email at least two days prior to the date of the meeting. Agendas will be publicly posted in advance of the meeting.

G. Decision-Making

All actions of the Steering Committee shall be taken by vote. A two-thirds majority of Steering Committee members present shall be required to take a Steering Committee action.

Robert's Rules of Order shall be followed in taking Committee action. No member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents.

H. Conflict of Interest

A Steering Committee member shall be deemed to have a conflict of interest if he or she has a prohibited conflict of interest pursuant to any of the following: the California Political Reform Act, Government Code sections 81000 *et seq.*; California Government Code sections 1090 *et seq.*, the common law prohibition against bias, or any applicable conflict of interest policy for the County of San Mateo.

The Steering Committee shall apply a reasonableness standard in determining whether a conflict exists. If a member has a conflict of interest, he or she shall declare the conflict on the record, refrain from discussing the issue with the Committee, and recuse him or herself from voting on the matter.

I. Attendance

Steering Committee Members shall be expected to attend all meetings unless excused by informing the Center on Homelessness. A committee member may designate an individual to attend a meeting in his or her place, provided he or she is able to represent the constituency that the member was elected to represent.

If a Steering Committee member has two unexplained absences in a year, the Chair may recommend that he or she be removed from the Steering Committee. Members may be

removed only by a vote of the Steering Committee.

J. Officers

The Steering Committee shall elect two Steering Committee Co-Chairs at the meeting following the meeting at which new members are elected.

The Co-Chairs shall be responsible for chairing Steering Committee meetings and for working with Center on Homelessness staff to develop meeting agendas.

K. Committees

The Steering Committee shall establish subcommittees and workgroups as are necessary to conduct the work of Continuum of Care planning and submission of the CoC application. Committee membership is open to any interested member of the community. Each committee must have a chair, and the chair must be a member of the Steering Committee.

Committees may include, but are not limited to:
- HOPE Users Group (HMIS Subcommittee)
- Homeless Service Providers Working Group
- Project Performance Working Group (CoC and ESG)
- Systems Planning Working Group
- Funding Group/CoC Application Review Panel

L. Record Keeping

In consultation with the Co-Chairs of the Steering Committee, staff of the Center on Homelessness shall develop and distribute agendas and minutes and perform other record keeping functions.

IV. HMIS Lead Agency

The CoC Steering Committee shall designate a lead agency for the HMIS. The HMIS Lead Agency for San Mateo County is the San Mateo County Human Services Agency, Business Systems Group (BSG). In accordance with Section 578.7(b) of the CoC Interim Rule, the CoC shall:
- Review, revise, and approve a privacy plan, security plan, and data quality plan for the HMIS
- Ensure consistent participation of recipients and sub recipients in the HMIS; and
- Ensure the HMIS is administered in compliance with requirements prescribed by HUD in the HMIS Data Standards

This work shall be conducted by staff from the Center on Homelessness, Business Systems Group, and the HOPE Users Group (HMIS Subcommittee).

Compliance with HMIS requirements shall be documented in the San Mateo County HMIS Policies and Procedures, which will be updated annually by the HMIS Lead Agency and reviewed and approved by the CoC Steering Committee.

V. Responsibilities of the Steering Committee and Subcommittees

Responsibilities of the Steering Committee are listed below.

A. Steering Committee
- Review and vote on nominations to fill vacancies on the Steering Committee;
- Review and approve strategies for addressing homelessness developed by lead agency, subcommittees, and workgroups;
- Review and approve an annual work plan for addressing homelessness developed by lead agency and workgroups;
- Review and approve CoC Policies and Procedures developed by the Lead Agency, subcommittees and workgroups;
- Review and approve plans for development of a coordinated system of assessment for homeless households, as developed by the Lead Agency and System Design Work Group;
- Review and approve recommendations from the Project Performance Subcommittee on performance issues, recommended corrective action, and proposed re-allocation of funds;
- Review and approve annual Collaborative Application for CoC funds; including a Rating and Ranking policy that uses objective, written criteria to review, rank and select projects for funding;
- Ensure that the CoC application process is transparent, open and that proposals from organizations who have not received CoC funds are accepted;
- Approve final Project Priority list developed by Review Panel;
- Review and act on provider appeals as needed;
- Review annual Point in Time Count, Housing Inventory and Gaps Analysis developed by lead agency (bi-annually for street count);
- Review and approve annual performance standards and evaluation of outcomes for CoC and ESG programs, as developed by Lead Agency and Project Performance Work Group;
- Review and provide input on information prepared by Lead Agency for entitlement cities related to their Consolidated Plans; specifically information relating to reducing and ending homelessness through:
  - o Outreach and assessment;
  - o Emergency and transitional shelter;

- o Transitions to permanent housing through shortening episodes of homelessness, access to affordable housing and prevent recurrence of homelessness, and;
- o Homeless prevention.

This information may also include PIT and/or HMIS data to help inform funding allocations for homeless programs using ESG and other sources of funding
- Review and provide input on the annual ESG funding priorities and allocations as developed by the Department of Housing;
- Provide representation to the Housing and Community Development Committee (CDBG and ESG), Interagency Council on Homelessness, and other planning bodies
- Designate an HMIS Lead Agency and information system for the HMIS software;
- Review and approve HMIS policies and procedures, privacy plan, security plan, data quality plan, and any other plan the HMIS Lead is required to develop.

The Steering Committee may choose to delegate some or all of these responsibilities to the Subcommittees or Work Groups, as described below.

B. HOPE Users Groups (HMIS Subcommittee)
- Monitor participation of all organizations receiving CoC or ESG funding to ensure they are using the HMIS to collect client-level data on persons served in accordance with HMIS policies and procedures;
- Advise HMIS Lead and Steering Committee on decisions about HMIS administration and management;
- Review HMIS Policies and Procedures and make recommendations to CoC Steering Committee regarding approval.

C. Homeless Service Providers Group
- This subcommittee shall be composed of homeless service providers, shelter and transitional housing providers, as well as permanent housing providers;
- Forum for training, technical assistance, information sharing, strategic planning and quality improvement processes

D. Project Performance Workgroup
- Recommends standards for evaluating the performance of CoC and ESG funded projects
- Conducts monitoring and evaluation of projects to determine if they are meeting standards
- Identifies under-achieving projects and makes recommendations for improvement.
- Works collaboratively with the HOPE Users Group on any needed changes to the HMIS system to track performance measures.

E. System Design Group
  - Make recommendations on improving San Mateo County system of services, shelter and housing for homeless people (e.g. implementing system of coordinated access, assessment and referral; expanding housing options; expanding employment opportunities; increasing participation in mainstream benefits programs; improving discharge policies; develop written agreements
  - Analyze overall system performance (including required HEARTH indicators, e.g. rate of exit to permanent housing, length of homelessness, recidivism, etc).
  - Develop strategies for improvement
  - Develop written policies and standards for CoC and ESG assistance, including who receives what type and level of assistance and for how long

F. Funding Group/Project Review Panel
  - Develop and oversee an annual process for applying for HUD Continuum of Care funding;
  - Recommend priorities and selection criteria for CoC project ranking for approval by Steering Committee;
  - Review and rank applications from new and renewal projects; recommend final ranking to Steering Committee;
  - Recommend priorities and process for ESG funding to be approved by Steering Committee.

Organizations that are recipients of CoC or ESG funds may not participate in this group/panel.

Attachment A: CoC Code of Conduct

The following Code of Conduct provides a foundation of ethics for the San Mateo County Continuum of Care Steering Committee ("the Steering Committee"), its subcommittees and workgroups.

The Steering Committee prohibits the solicitation and acceptance of gifts or gratuities (anything of monetary value) by officers, voting members, and agents for their personal benefit. Ask yourself if the gift would have been offered if you did not have your position. If the answer is "No" then you should decline accepting the gift.

A. The Steering Committee promotes impartiality in performing official duties, and prohibits any activity representing a conflict of interest. You should not act on a matter if a reasonable person who knew the circumstances of the situation could legitimately question your fairness.

B. The Steering Committee prohibits the misuse of position. You cannot use your position with the Committee for your own personal gain or for the benefit of family or friends.

C. Officers and voting members shall put forth honest effort in the performance of their duties.

D. Officers and voting members shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Committee without previous Board approval.

E. Officers and voting members shall disclose waste, fraud, abuse, and corruption to the San Mateo County Manager.

F. A member shall be deemed to have a conflict of interest if he or she has a prohibited conflict of interest pursuant to any of the following: the California Political Reform Act, Government Code sections 81000 *et seq.*; California Government Code sections 1090 *et seq.*, the common law prohibition against bias, or any applicable conflict of interest policy for the County of San Mateo.

The Steering Committee shall apply a reasonableness standard in determining whether a conflict exists. If a member has a conflict of interest, he or she shall declare the conflict on the record, refrain from discussing the issue with the Committee, and recuse him or herself from voting on the matter.

G. Officers, voting members and employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or disability.

Violation of any portion of this code may result in removal from the CoC Steering Committee. The code has been distributed to the Committee, its subcommittees and workgroups, as well as posted on the website of the San Mateo County Human Services Agency (the CoC Lead Agency).

Attachment B:
San Mateo County CoC Policies and Procedures

1. Housing First

The San Mateo County CoC is committed to adopting a Housing First approach throughout the homeless system. The system prioritizes rapid placement and stabilization in permanent housing and there is an expectation that programs will not have service participation requirements or preconditions such as sobriety or a minimum income threshold. Participation in these services is based on the needs and desires of the program participant.

2. Coordinated Intake, Assessment and Referral

In 2015-2016 San Mateo County will develop and implement a system for coordinated entry, assessment and referral that coordinated assessment system that:
- Covers the entire CoC geography;
- Is easily accessible for all persons who need homelessness assistance;
- Incorporates a strategy for advertising the program that is designed to specifically reach homeless persons with the highest barriers,
- Includes a standardized assessment process, and;
- Ensures that program participants are directed to appropriate housing and services that fit their needs.

The new system will have the broadest possible participation, including, as appropriate, local government, law enforcement, CDBG/HOME/ESG entitlement jurisdictions, affordable housing developers, education authorities, and mental health organizations, to ensure the system provides the necessary support for homeless or near-homeless persons seeking housing and services.

The Coordinated Entry System will build upon San Mateo County's existing network of Core Service Agencies, which are the primary entry points into safety net services. The system will also incorporate assertive outreach strategies to identify and engage unsheltered homeless people throughout the CoC geography using the existing infrastructure of the Homeless Outreach Teams (HOT).

3. Policies and Standards for Administering Assistance

The San Mateo County Continuum of Care has begun a process of designing and implementing a consistent and county-wide set of policies and standards for determining which homeless households qualify for which types of assistance. At present, these policies mainly cover rapid re-housing (RRH) activities. This document will be updated to include complete policies governing emergency shelter, transitional housing, and permanent supportive housing.

a. **Standard policies and procedures for evaluating RRH eligibility**

Eligible households for RRH will include homeless families and individuals residing in emergency shelters and transitional housing in San Mateo County. All participants will be "literally homeless" per the HUD Category 1 definition of homelessness.

While the program will be deeply targeted and will not exclude households on the basis of not being "housing ready," families and individuals served will be primarily those who face economic barriers to self-sufficiency and permanent housing.

All case managers will be trained in the program's eligibility requirements and will screen all clients for eligibility for participation in the program. The screening, verification and documentation procedures will ensure that all households served meet HUD CoC and ESG requirements (depending on the funding source). A detailed intake will include questions regarding housing status, income and available assets, determination of need for financial assistance, potential housing options with friends or family, and more.

b. **Policies and procedures for determining which households will receive PSH and RRH assistance.**

All CoC-funded permanent supportive housing (PSH) beds in the CoC will prioritize turnover units in non-dedicated PSH projects for individuals who are chronically homeless. As part of the implementation of coordinated entry, the CoC will establish a standardized process for assessment and referral of chronically homeless people to PSH units following the order of priority set forth in CPD Notice 14-012, *Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status*.

The CoC ensures that all eligible veterans are referred for assistance through HUD-VASH and SSVF. Those veterans who are not eligible for these programs receive priority access to available CoC-funded PSH beds provided they meet the chronic homelessness criteria.

RRH providers will use a standard set of criteria for determining which households will receive assistance. Families and individuals served will be those who are most likely to retain permanent housing and those who face primarily economic barriers to self-sufficiency and permanent housing.

c. **Standards for determining share of rent and utility costs program participants will pay.**

The program will provide "the least amount of assistance for the least amount of time," while ensuring that enough is provided to be reasonably sure that the housing will

"stick" and the assisted household does not return to homelessness. Any household moving new housing will be eligible to receive and security deposit and/or rental assistance of up to six months. The average amount of assistance will be $3,100 per participating household. The maximum will be $2,000 for individuals and $4,000 for families. The RRH program will not pay for utility costs. Participants are referred to the Core Service Agencies for utility assistance.

d. **Standards for how long a participant will receive assistance and how assistance is adjusted over time.**

Participants may receive rental assistance for up to six months.

e. **Standards for determining type, amount and duration of housing stabilization or relocation services.**

RRH activities will include both housing relocation and stabilization services. The amount, type and duration of services will depend upon the individual household need, with the goal of providing the least amount of assistance while ensuring that the housing will "stick." The average amount of assistance will be two hours of case management per week per household, for 26 weeks, divided evenly between housing search and placement, and housing stabilization case management. RRH will also provide direct financial assistance, in the form of rental subsidies for up to 6 months, with an average of $3,100 per participating household.

f. **Other Policies and Standards**

Homeless providers funded by both the CoC and ESG programs will ensure all children are enrolled in early childhood programs or in school and connected to appropriate services in the community.

Emergency shelters, transitional housing, and permanent housing–permanent supportive housing and rapid re-housing–projects within the CoC shall not deny admission to or separate family members when they enter shelter or housing.

All providers shall adopt strategies to help program participants obtain mainstream benefits.

4. **Procedures for Monitoring Outcomes of CoC and ESG Recipients**

The San Mateo County Human Services Agency, Center on Homelessness (the CoC Lead Agency) (San H.S.A.) is responsible for regular monitoring of all emergency shelter, transitional housing, outreach, supportive housing, rapid re-housing and prevention programs as part of the H.S.A.'s contract management responsibilities. This includes all

CoC and ESG funded projects. Monitoring shall include site visits, analysis of spending rates, review of financial information, review of occupancy data, and a review of whether projects are meeting the performance benchmarks established by HUD and the CoC. Specific performance measures to be monitored shall include: utilization rates, increasing housing stability, participant eligibility, length of time homeless, destination upon exit, increasing income, and connecting to mainstream benefits.

The CoC Project Performance subcommittee shall work with the Lead Agency staff to conduct an annual assessment of how well CoC and ESG projects are performing, identify those that are underachieving either in terms of outcomes, spending, effectiveness, or other factors, and recommends whether projects should be offered technical assistance to improve performance or should be candidates for grant re-allocation.

The San Mateo County Department of Housing (DOH), the County's ESG recipient, is responsible for coordinating closely with the CoC in regards to ESG funding. There is a designated slot for a CoC representative on the HCDC board which allocates ESG funding. The DOH has a designated representative on the CoC Steering Committee.

The CoC Steering Committee shall consult on relevant sections of the Consolidated Plan for the County and four entitlement jurisdictions, including sections covering funding priorities for the County's ESG funds. DOH has delegated responsibility for management of all ESG funds to the CoC Lead Agency, the San Mateo County Human Services Agency (H.S.A), including awarding contracts, gathering community input, data analysis and contract monitoring. The CoC Lead Agency is also the HMIS Lead Agency and develops the policies and procedures for operation and administration of HMIS for ESG funded projects. The CoC Lead Agency shall evaluate and rank local applications for State ESG funding in accordance with priorities established by the CoC Steering Committee.

County of San Mateo
Human Services Agency
HMIS Policies and Procedures

County of San Mateo's Homeless Management Information System
will provide standardized and timely information
to improve access to our housing and services
and strengthen our effort to end homelessness.

Contact information:

County of San Mateo Human Services Agency

Should you have any questions regarding the HOPE application, or need to add or remove HOPE users, please contact the Human Services Agency, Business Systems Group Help Desk.

hsaservicedesk@smchsa.org

Business Systems Group
650-595-7573

Or the County of San Mateo HMIS Coordinator

Beth Falls
bfalls@smchsa.org
(650) 363-7656

Background

Homeless Management Information System (HMIS) enable data from a variety of service providers to be combined to reveal a more comprehensive picture of client needs. In San Mateo County and elsewhere, this is accomplished via the internet, using software within a context of strict data privacy protections.

History

In 2000 Congress instructed the U.S. Department of Housing and Urban Development to take measures to improve available data concerning homelessness in the United States. In response, HUD obligated all Continuum of Care regions to implement region-wide databases that would allow an unduplicated count of service users.

Specifically, Congress mandated HUD to collect information on the number of persons assisted through the McKinney-Vento Act. The Omnibus Appropriations Act of 2003 (Pub. L. 108-7) in its conference committee report noted:

> HUD is directed to begin collecting data on the percentage and number of beds and supportive services programs that are serving people who are chronically disabled and/or chronically homeless . . . HUD should continue its collaborative efforts with local jurisdictions to collect an array of data on homelessness in order to analyze patterns of use of assistance, including how many people enter and exit the homeless assistance system, and to assess the effectiveness of the homeless assistance system.

Previously in FY 1999 HUD Appropriations Act, Congress directed HUD to collect data from representative samples of existing HMIS systems,

> Collect, at a minimum, the following data: The unduplicated count of clients served; client characteristics such as age, race, disability status, units (days) and type of housing received (shelter, transitional, permanent); and services rendered. Outcome information such as housing stability, income and health status should be collected.[1]

Eligible Programs

Programs which may use HMIS include, but are not limited to:

• Emergency shelters serving homeless adults, families and youth[2]

• Street and Community outreach programs to persons who are homeless

• Supportive Service programs serving persons who are homeless

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[1] See Federal Register, Volume 68, No 140 (July 22, 2003) for further overview of federal mandates for HMIS.
[2] In general, domestic violence shelters are prohibited from participating in HMIS by federal legislation, under the Violence Against Women Act (VAWA).

In addition, HMIS participation is a requirement of various funders. On the Federal level, HMIS participation is mandated for all service and housing providers that receive HUD funding under the McKinney-Vento Act, which includes:

• Supportive Housing Program (SHP)

• Permanent Supportive Housing

• Shelter Plus Care

• Section 8 Moderate Rehab for Single Room Occupancy

• Emergency Solutions Grant

• Housing for Persons with AIDS (HOPWA)

Ideally all emergency shelters, transitional and supportive housing program, and homeless outreach programs will participate in HMIS. The more agencies and the more users within agencies, that participate in the system the better. More agencies equal more comprehensive data, and therefore improved information for planning and policymaking. More users within agencies means that clients will more likely receive appropriate services, since their caseworkers may have an opportunity to see relevant case history from prior service episodes, and will have an opportunity to rely upon the systems case planning, referral, and data protection capacities.

Why is this Important?

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- Familiarize prospective end-users with basic computer skills if necessary (e.g., windows, using a mouse, navigating the internet).

- Designate a primary HMIS contact within the agency.

- Develop a clear understanding of current reporting needs and funding streams.

- Understand the agency's data privacy requirements. For example, is the agency covered by HIPAA?

- Who will run reports? Which ones? How often? Note that we strongly recommend running reports on a monthly or weekly basis to help check for data errors. This particularly includes program entry and exit dates and the progress of the client receiving services. The agency is responsible for maintaining accurate data, and regularly running reports is a good way to double check that information has been properly recorded in the system. Regular reporting may also provide the agency with important information about its clients and programmatic goals.

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Participating agencies should be prepared to commit to the following:

Maintaining accurate data. The agency should run system reports on a regular weekly or monthly basis to check for errors. The agency should contact Human Services Agency Business Systems Group at hsaservicedesk@smchsa.org, or 650-595-7573 if needing assistance with data correction, including deleting any client records that were entered by mistake.

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Cancel HMIS access of any end-user who is terminated from employment, leaves the agency, or needs to be restricted from the system for any other reason. The agency needs to contact the County of San Mateo's Human Services Agency, Business Systems Group 650-595-7573 or hsaservicedesk@smchsa.org as soon as possible and no more than 24 hours after the end-user is terminated.

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Data Privacy and Protection

Program participants have a clear right to:

- Keep their personal information held private

- Have their preferences with regard to the entry and sharing of client information within County of San Mateo's HMIS respected, whether they prefer their data to be shared with other partner agencies or not

- Request a change in their information sharing preferences

- Refuse to allow entry of identifiable information into County of San Mateo's HMIS without being denied services (except if entry of identifiable information is necessary for program operation)

- Have only truthful and accurate information about them entered into the system

- Not be asked for information unless the information is required for a legitimate business purpose such as to provide services to the client

- Inspect and obtain a copy of their own information maintained within County of San Mateo's HMIS (except for information that is used in preparation for a criminal or civil court case under release by subpoena)

- File grievances related to the HMIS without retaliation

Agencies are responsible for the actions of their users. Among the steps Agency will take to maintain data privacy and security are:

- Access. Agencies will permit access to County of San Mateo's HMIS or client-level information obtained from it only to paid employees or who need access to County of San Mateo's HMIS for legitimate business purposes (such as to provide services to the Client, to conduct evaluation or research, to administer the program, or to comply with regulatory requirements).

- Usernames and passwords. Usernames and passwords shall not be stored or displayed in any publicly accessible location. Usernames and passwords may only be used by the person to whom they are assigned; licenses may not be shared under any circumstance.

- Change in Employee status. Any employee that is terminated or quits should have their user name and password immediately removed by the agency. In some cases this will require contacting County of San Mateo's Human Services Agency, Business Systems Group at hsaservicedesk@smchsa.org or 650-595-7573.

- Training. Agency will only allow their staff to access County of San Mateo's HMIS only after the authorized user receives appropriate confidentiality training. Each staff who accesses HMIS must have a unique username and password.

Data Sharing

One of the potential benefits – and potential risks – of County of San Mateo's HMIS is the ability to easily share data between agencies in a standardized format. In either case, clients have the right to control access to their data and must sign a Client Release of Information form before an agency can share

information about the client with other agencies via County of San Mateo's HMIS. Note that agency staff must be prepared to explain the HMIS system and agency privacy policies upon request.

HMIS project staff at the County of San Mateo, Human Services Agency, Center on Homelessness, will have access to all information entered into the system. The Human Services Agency routinely deal with sensitive data and abide by strict data privacy practices. The Human Services Agency will only access identifying information for business-related reasons, including administering the database, conducting research, and preparing reports (only aggregate information will be included in reports).

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The Human Services Agency, Center on Homelessness will review progress made by participating programs with HMIS. The Center on Homelessness may provide notice to the local Continuum of Care when agencies are found not to be in compliance with data entry or have violated the code of ethics or privacy concerns.

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In addition, system administrator will work with Continuum of Care Coordinators, participating agencies, end-users, vendors, and other HMIS stakeholders to ensure compliance with HMIS-related rules and standards enacted by the U.S. Department of Housing and Urban Development, meaning specifically the 2010 HMIS Data Standard.[3]

Notice of Planned Interruption in Service

Whenever possible, the Business Systems Group will notify participating agencies of planned interruptions to service at least 3 business days prior to the interruption.

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[3] HUD periodically updates data standards for HMIS, these standards currently include "Homeless Management Information System (HNIS) Data Standards: Revised Standards" Published March 2010

Requests for inspection or copies of personal data or private information or by individual program participants shall be accommodated with no service charges or fees. Agency or the County of San Mateo's Human Services Agency may deny access to information that is legally protected due to current or pending legal activity. An agency or program may deny inspection or copies of personal information if the individual program participant has requested the same data or information more than two times in a calendar year (unless substantive change have been made to the record – program participants may request another copy upon substantive change to their records).

Program participants may request amendments or corrections to their record. Any such requests shall be honored unless program staff have a justifiable reason for not making the change, including that the requested change would misrepresent client characteristics, service dates, or the like. Requests for changes that are not honored may be recorded under client case notes in the HMIS. Requests for multiple alterations in any calendar year may be denied due to administrative burden or harassment by the individual program participant (unless substantive changes have been made to the record – program participants may request additional alterations following substantive changes to their records).

Grievance Procedures for Individual Program Participants

Users must permit clients to file a written complaint regarding the use or treatment of their information within County of San Mateo's HMIS. Clients may file a written complaint with either the Agency/program or with the Center on Homelessness. Clients may not be retaliated against for filing a complaint.

All Agencies are Encouraged to Complete Data Privacy and Protection Training

The Human Services Agency encourages all participating agencies or programs to routinely train their personnel on best practices in data privacy and protection. Data privacy is emphasized in HMIS training sessions, but more general training on this topic is encouraged.

Ensuring Data Accuracy

Agencies are responsible for the accuracy of the data they enter into the HMIS. Agencies are strongly encouraged to run reports on a monthly or weekly basis to check data and consult with the Center on Homelessness and Business Systems Group to correct any problems. One of the most common errors is the omission of exit dates. This can easily be corrected by running reports regularly and checking the accuracy of the data.

The Center on Homelessness shall regularly check data quality in County of San Mateo's HMIS. Agencies, or particular end-users, that make repeated errors may be required to attend more training, or may be barred from using HMIS if they are unwilling to improve data entry practices.

Third Party Access to Data

No request for private, personal information about an individual program participant from a third party or entity shall be honored unless the request is legally binding.

All requests for system-wide aggregate data or information shall be forwarded to the Center on Homelessness.

Goals of HMIS in San Mateo County

County of San Mateo's Homeless Management Information System will provide standardized and timely information to improve access to housing and services and strengthen our efforts to end homelessness.

Goals from the Continuum of Care Perspective:

County of San Mateo's Homeless Management Information System will:

• Provide accurate county data on demands, migration, capacity, and gaps

• Easily summarize data for the continuum of care

• Include as many providers as possible

• Help identify gaps in mainstream resources and the barriers that those experiencing homelessness face when trying to access these goals

• **In sum, strengthen continuum of care planning by providing improved data on demands, migration, capacity, and gaps.**

San Mateo County Continuum of Care CoC and HMIS Governance Charter revisions were approved October 30th, 2015 by the Continuum of Care Steering Committee

Selina Toy Lee (signature)   10/30/15

Signature   Date

Selina Toy Lee
Director of Collaborative Community Outcomes
San Mateo County Human Services Agency (CoC Lead Agency)

San Mateo County – Continuum of Care Steering Committee
October 30, 2015
9:30 am

Minutes

Present: Fatima Soares, Lenelle Suliguin, Jesus Contreras, Laura Bent, Sandy Council, Cori Manthorne, Janice Carter, Melissa Wagner, Caitlin Billings, Katherine Finnigan, Ana Morales, Norman Aleman, Stephanie Weisner, Jesus Contreras, Michael Radding
Staff: Kate Bristol (Via Phone), Selina Toy Lee, Brain Eggers Tammie Sweetser, Jessica Silverberg

Topic	Discussion	Action/ Next Steps
Welcome and Introductions Jessica Silverberg	Jessica Silverberg (filling in for Melissa Platte) called meeting to order at 9:32 A.M.	
Finalize project priority list for 2015 CoC NOFA Jessica Silverberg/Kate Bristol	COC Rating and Ranking Committee met earlier in the week to rank and rate the CoC applications for 2015. Eighteen applications were placed in Tier 1, one was split between Tier 1 and Tier 2, three were placed in Tier 2 and one application was not accepted. Lenelle Suliguin made a motion to approve the 2015 CoC NOFA Priority List Fatima Soares seconded the motion All that were eligible to vote stated "aye" and the motion was passed. (Members who are part of an agency that applied for funding are not eligible to vote on NOFA raking-related votes.)	
Review and approve revisions to the governance charter Kate Bristol	Kate reviewed the edits that the governance charter edits that the CoC Committee had approved at the previous CoC meeting. Governance charter was approved unanimously.	

Topic	Discussion	Action/ Next Steps
Vote on potential new committee members Jessica Silverberg	6 new potential committee members were discussed. These potential members had been identified via conversations with Chair Melissa Platte. Discussed what stakeholder groups these members can help represent for the committee. Melissa Wager and Stephanie Weisner shared their background. A motion was made to approve these 6 new members to the committee Motioned seconded by Laura Bent The rest of the committee stated "aye" and the motion was passed unanimously. The six new committee members are listed below. Name Stakeholder Groups Judy Davila Mental health, organizations that serve victims of human trafficking Dan Brown Formerly homeless individuals/at large members Steve Carey Formerly homeless individuals/at large members Paul Tunison Formerly homeless individuals/at large members Melissa Wagner Law enforcement, local jail Stephanie Weisner Alcohol and drug treatment system, mental health, and homeless youth	
Announcements/other items	Jessica and Selina provided updates on the system redesign, HUD technical assistance on ending veteran homelessness (Vets@Home), and AHAR.	
Adjournment Jessica Silverberg	Meeting adjourned at 10:45	

2015 Rankings from Review and Ranking Committee 10-28-15 - San Mateo County CoC

Tier	Rank	Project Name	Provider Name	Type	TOTAL SCORE n/a= not scored, placed by committee per policy	Grant Request	Running Total	
1	1	S+C Tenant Based (SP10)	Housing Authority	PH	81	$ 1,835,978	1,835,978	
1	2	S+C Belmont Apartments	Housing Authority	PH	81	$ 175,891	2,011,869	
1	3	S+C 9 (Tenant Based)	Housing Authority	PH	77	$ 62,446	2,074,315	
1	4	S+C 12 (Tenant Based)	Housing Authority	PH	72	$ 62,446	2,136,761	
1	5	S+C Sponsor Based (SP2)	Housing Authority	PH	70	$ 1,039,122	3,175,883	
1	6	S+C 11 (Tenant Based)	Housing Authority	PH	67	$ 62,446	3,238,329	
1	7	SHP Scattered Sites	Housing Authority	PH	63	$ 813,703	4,052,032	
1	8	Vendome/PUSH	InnVision Shelter Network	PH	63	$ 176,871	4,228,903	
1	9	Casa de Sor Juana Ines	CORA	TH	62	$ 229,668	4,458,571	
1	10	Spring Street Transitional	MHA	TH	61	$ 40,283	4,498,854	
1	11	SAYAT Program	MHA	PH	60	$ 74,666	4,573,520	
1	12	First Step for Families	InnVision Shelter Network	TH	59	$ 504,212	5,077,732	
1	13	Safe Harbor Transitional	Samaritan House	TH	59	$ 107,000	5,184,732	
1	14	Maple Street	InnVision Shelter Network	TH	57	$ 230,050	5,414,782	
1	15	Family Crossroads	InnVision Shelter Network	TH	57	$ 133,750	5,548,532	
1	16	Redwood Family House	InnVision Shelter Network	TH	56	$ 133,750	5,682,282	
1	17	HMIS	Human Services Agency	HMIS	n/a	$ 80,110	5,762,392	
1	18	Rapid Re-Housing 2014	InnVision Shelter Network	PH	n/a	$ 416,244	6,178,636	Tier 1 = 6,362,479
split 1, 2	19	Permanent Supportive Housing (SP16)	Housing Authority	PH	n/a	$ 978,009	7,156,645	
2	20	SAFE (Savings and Financial Education) 2014	InnVision Shelter Network	PH	n/a	$ 136,743	7,293,388	
2	21	Shelter Plus Care Sponsor Based (SP15)	Housing Authority	PH	n/a	$ 191,881	7,485,269	
2	22	PSH (SP17)	Housing Authority	PH	89	$ 1,122,616	8,607,885	

Projects Not Selected to Go Forward in NOFA Process

| | | Next Step Center | Vietnam Veterans | SSO | 51 | $ 74,690 | $ 74,690 | |

HMIS Policies and Procedure Manual excerpted from Governance Charter
document pages 16-25

County of San Mateo
Human Services Agency
HMIS Policies and Procedures

County of San Mateo's Homeless Management Information System
will provide standardized and timely information
to improve access to our housing and services
and strengthen our effort to end homelessness.

Contact information:

County of San Mateo Human Services Agency

Should you have any questions regarding the HOPE application, or need to add or remove HOPE users, please contact the Human Services Agency, Business Systems Group Help Desk.

hsaservicedesk@smchsa.org

Business Systems Group
650-595-7573

Or the County of San Mateo HMIS Coordinator

Beth Falls
bfalls@smchsa.org
(650) 363-7656

Background

Homeless Management Information System (HMIS) enable data from a variety of service providers to be combined to reveal a more comprehensive picture of client needs. In San Mateo County and elsewhere, this is accomplished via the internet, using software within a context of strict data privacy protections.

History

In 2000 Congress instructed the U.S. Department of Housing and Urban Development to take measures to improve available data concerning homelessness in the United States. In response, HUD obligated all Continuum of Care regions to implement region-wide databases that would allow an unduplicated count of service users.

Specifically, Congress mandated HUD to collect information on the number of persons assisted through the McKinney-Vento Act. The Omnibus Appropriations Act of 2003 (Pub. L. 108-7) in its conference committee report noted:

> *HUD is directed to begin collecting data on the percentage and number of beds and supportive services programs that are serving people who are chronically disabled and/or chronically homeless . . . HUD should continue its collaborative efforts with local jurisdictions to collect an array of data on homelessness in order to analyze patterns of use of assistance, including how many people enter and exit the homeless assistance system, and to assess the effectiveness of the homeless assistance system.*

Previously in FY 1999 HUD Appropriations Act, Congress directed HUD to collect data from representative samples of existing HMIS systems,

> *Collect, at a minimum, the following data: The unduplicated count of clients served; client characteristics such as age, race, disability status, units (days) and type of housing received (shelter, transitional, permanent); and services rendered. Outcome information such as housing stability, income and health status should be collected.[1]*

Eligible Programs

Programs which may use HMIS include, but are not limited to:

• Emergency shelters serving homeless adults, families and youth[2]

• Street and Community outreach programs to persons who are homeless

• Supportive Service programs serving persons who are homeless

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[1] See Federal Register, Volume 68, No 140 (July 22, 2003) for further overview of federal mandates for HMIS.
[2] In general, domestic violence shelters are prohibited from participating in HMIS by federal legislation, under the Violence Against Women Act (VAWA).

In addition, HMIS participation is a requirement of various funders. On the Federal level, HMIS participation is mandated for all service and housing providers that receive HUD funding under the McKinney-Vento Act, which includes:

• Supportive Housing Program (SHP)

• Permanent Supportive Housing

• Shelter Plus Care

• Section 8 Moderate Rehab for Single Room Occupancy

• Emergency Solutions Grant

• Housing for Persons with AIDS (HOPWA)

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[3] HUD periodically updates data standards for HMIS, these standards currently include "Homeless Management Information System (HNIS) Data Standards: Revised Standards" Published March 2010

Requests for inspection or copies of personal data or private information or by individual program participants shall be accommodated with no service charges or fees. Agency or the County of San Mateo's Human Services Agency may deny access to information that is legally protected due to current or pending legal activity. An agency or program may deny inspection or copies of personal information if the individual program participant has requested the same data or information more than two times in a calendar year (unless substantive change have been made to the record – program participants may request another copy upon substantive change to their records).

Program participants may request amendments or corrections to their record. Any such requests shall be honored unless program staff have a justifiable reason for not making the change, including that the requested change would misrepresent client characteristics, service dates, or the like. Requests for changes that are not honored may be recorded under client case notes in the HMIS. Requests for multiple alterations in any calendar year may be denied due to administrative burden or harassment by the individual program participant (unless substantive changes have been made to the record – program participants may request additional alterations following substantive changes to their records).

Grievance Procedures for Individual Program Participants

Users must permit clients to file a written complaint regarding the use or treatment of their information within County of San Mateo's HMIS. Clients may file a written complaint with either the Agency/program or with the Center on Homelessness. Clients may not be retaliated against for filing a complaint.

All Agencies are Encouraged to Complete Data Privacy and Protection Training

The Human Services Agency encourages all participating agencies or programs to routinely train their personnel on best practices in data privacy and protection. Data privacy is emphasized in HMIS training sessions, but more general training on this topic is encouraged.

Ensuring Data Accuracy

Agencies are responsible for the accuracy of the data they enter into the HMIS. Agencies are strongly encouraged to run reports on a monthly or weekly basis to check data and consult with the Center on Homelessness and Business Systems Group to correct any problems. One of the most common errors is the omission of exit dates. This can easily be corrected by running reports regularly and checking the accuracy of the data.

The Center on Homelessness shall regularly check data quality in County of San Mateo's HMIS. Agencies, or particular end-users, that make repeated errors may be required to attend more training, or may be barred from using HMIS if they are unwilling to improve data entry practices.

Third Party Access to Data

No request for private, personal information about an individual program participant from a third party or entity shall be honored unless the request is legally binding.

All requests for system-wide aggregate data or information shall be forwarded to the Center on Homelessness.
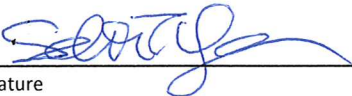
Goals of HMIS in San Mateo County

County of San Mateo's Homeless Management Information System will provide standardized and timely information to improve access to housing and services and strengthen our efforts to end homelessness.

Goals from the Continuum of Care Perspective:

County of San Mateo's Homeless Management Information System will:

• Provide accurate county data on demands, migration, capacity, and gaps

• Easily summarize data for the continuum of care

• Include as many providers as possible

• Help identify gaps in mainstream resources and the barriers that those experiencing homelessness face when trying to access these goals

• **In sum, strengthen continuum of care planning by providing improved data on demands, migration, capacity, and gaps.**

San Mateo County Continuum of Care CoC and HMIS Governance Charter revisions were approved October 30th, 2015 by the Continuum of Care Steering Committee

Signature

10/30/15

Date

Selina Toy Lee
Director of Collaborative Community Outcomes
San Mateo County Human Services Agency (CoC Lead Agency)

PHA Administration Plan Applicable Section Only excerpted from full PHA Plan document in Chapter 18, pages 169-171

Housing Authority of the County of San Mateo

ADMINISTRATIVE PLAN

FOR THE

HOUSING VOUCHER AND

MOVING TO WORK PROGRAMS

Effective: July 1, 2014 to June 30, 2015

Chapter 18
HOUSING READINESS PROGRAM

Chapter 19
INFORMAL REVIEWS AND HEARINGS

Chapter 20
FAMILY OR OWNER DEBTS TO HACSM

Chapter 18

MTW HOUSING READINESS PROGRAM

I.   INTRODUCTION

The Housing Authority of the County of San Mateo (HACSM) has been a participant in HUD's Moving to Work (MTW) demonstration program since the execution of its MTW Agreement in May 2000. The demonstration exempts HACSM from many of the regulatory requirements that would otherwise apply to these families.

In December 2007, HUD developed and offered HACSM a new Amended and Restated MTW agreement. While the new agreement preserves HACSM's funding, it also gives HACSM opportunities to undertake additional program designs. In HACSM's FY2009 MTW Annual Plan, a new MTW initiative was proposed and approved by HUD wherein 60 of the existing 300 MTW Self-Sufficiency vouchers were allocated to establish a three-year Housing Readiness Program (HRP) for homeless individuals and families.

Effective July 1, 2011, HACSM received HUD approval to expand the number of vouchers in the time-limited HRP to 100 vouchers.

This chapter states provisions unique to the MTW-HRP program. For items not addressed in this chapter, the Housing Voucher Program policies shall apply as stated in other chapters of this plan.

II.   PARTICIPANT SELECTION

Admission

The MTW-HRP has two components. The first component is to assist eligible individuals and families with their rent payments. The second component is to provide and coordinate a full range of supportive services for the individuals and families so that they may obtain self-sufficiency at the end of their three-year contract term. The program relies upon the existing supportive services offered in San Mateo County. Some of these services are job training and placement, child care, transportation, education, homeownership education, alcohol and drug rehabilitation, domestic violence counseling, and other services that promote self-sufficiency.

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Eligibility

The applicants must meet the same income and other eligibility requirements as the Housing Voucher Program applicants. In addition, applicants must meet the following HRP eligibility requirements:

- Applicants must be homeless as defined by HACSM's policy;
- The applicant must be receiving case management services from a HACSM-approved Community Based Assistance Program, and the applicant must be in compliance with the requirements of those programs;
- Applicants must agree to participate in the required case management, throughout the duration of their participation, with the goal of becoming self-sufficient.

HACSM Homeless Definition:

Applicants are considered homeless if they are:

- In places not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings (on the street).
- In an emergency shelter.
- In transitional or supportive housing for homeless persons who originally came from the streets or emergency shelters.
- In any of the above places but spending a short time (up to 30 consecutive days) in a hospital or other institution.
- Being discharged within 30 calendar days from an institution, such as a mental health or substance abuse treatment facility or a jail/prison, in which the person has been a resident for more than 30 consecutive days and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing.
- Fleeing a domestic violence housing situation and no subsequent residence has been identified and lacks the resources and support networks needed to obtain housing.

Preference

HACSM has established a system of preferences for the selection of individuals or families admitted to the program. These preferences are based on local housing needs and priorities, and are consistent with the program goals and objectives. The selection preferences affect only the order of selecting applicants. They do not make any individual or family ineligible which would otherwise be eligible. Preference will be given to individuals and families that:

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- Have members who reside, work, or are hired to work in San Mateo County.
- Are not a prior MTW participant.
- Are currently receiving case management services from an HACSM-approved CBO.

One preference point will be given for each of the verifiable preferences. HACSM will select families with the highest total preference points for eligibility interviews first. Families who have the same total preference points will be selected based on the time and date that the completed referral packet was received by HACSM.

Applicants who claim a preference must submit verifiable documents with their referral packet. Below are some examples of acceptable documents:

- Residency: signed lease, utility bills, governmental benefit notices prior to becoming homeless.

- Certification from supportive service agencies.

- First time program participant: HACSM will use its database to verify this preference.

III.   TIME-LIMITED ASSISTANCE

Participants in the MTW-HRP have up to 36 months (three years) of rental assistance.

When applicants receive their vouchers they will be given an MTW addendum describing time limits on MTW assistance and other aspects of the program that differ from the Housing Voucher Program. MTW families will also be required to sign a statement regarding time remaining in the program at each annual reexamination.

IV.   PORTABILITY

MTW Housing Readiness program participants may only use their rental assistance in the County of San Mateo. The HRP vouchers are not portable.

V.   VOUCHER ISSUANCE

All applicants selected to receive MTW-HRP vouchers will receive a briefing on how the program operates and what he/she as an applicant must do to achieve and maintain eligible status. Whether delivered individually or in a group setting, the briefing will contain all pertinent information about the voucher program in

p. 171

CoC's written standards for order of priority excerpted from Governance Charter document Attachment B #3 part b, page 13

Attachment B:
San Mateo County CoC Policies and Procedures

1. Housing First

The San Mateo County CoC is committed to adopting a Housing First approach throughout the homeless system. The system prioritizes rapid placement and stabilization in permanent housing and there is an expectation that programs will not have service participation requirements or preconditions such as sobriety or a minimum income threshold. Participation in these services is based on the needs and desires of the program participant.

2. Coordinated Intake, Assessment and Referral

In 2015-2016 San Mateo County will develop and implement a system for coordinated entry, assessment and referral that coordinated assessment system that:
- Covers the entire CoC geography;
- Is easily accessible for all persons who need homelessness assistance;
- Incorporates a strategy for advertising the program that is designed to specifically reach homeless persons with the highest barriers,
- Includes a standardized assessment process, and;
- Ensures that program participants are directed to appropriate housing and services that fit their needs.

The new system will have the broadest possible participation, including, as appropriate, local government, law enforcement, CDBG/HOME/ESG entitlement jurisdictions, affordable housing developers, education authorities, and mental health organizations, to ensure the system provides the necessary support for homeless or near-homeless persons seeking housing and services.

The Coordinated Entry System will build upon San Mateo County's existing network of Core Service Agencies, which are the primary entry points into safety net services. The system will also incorporate assertive outreach strategies to identify and engage unsheltered homeless people throughout the CoC geography using the existing infrastructure of the Homeless Outreach Teams (HOT).

3. Policies and Standards for Administering Assistance

The San Mateo County Continuum of Care has begun a process of designing and implementing a consistent and county-wide set of policies and standards for determining which homeless households qualify for which types of assistance. At present, these policies mainly cover rapid re-housing (RRH) activities. This document will be updated to include complete policies governing emergency shelter, transitional housing, and permanent supportive housing.

a. Standard policies and procedures for evaluating RRH eligibility

Eligible households for RRH will include homeless families and individuals residing in emergency shelters and transitional housing in San Mateo County. All participants will be "literally homeless" per the HUD Category 1 definition of homelessness.

While the program will be deeply targeted and will not exclude households on the basis of not being "housing ready," families and individuals served will be primarily those who face economic barriers to self-sufficiency and permanent housing.

All case managers will be trained in the program's eligibility requirements and will screen all clients for eligibility for participation in the program. The screening, verification and documentation procedures will ensure that all households served meet HUD CoC and ESG requirements (depending on the funding source). A detailed intake will include questions regarding housing status, income and available assets, determination of need for financial assistance, potential housing options with friends or family, and more.

b. Policies and procedures for determining which households will receive PSH and RRH assistance.

All CoC-funded permanent supportive housing (PSH) beds in the CoC will prioritize turnover units in non-dedicated PSH projects for individuals who are chronically homeless. As part of the implementation of coordinated entry, the CoC will establish a standardized process for assessment and referral of chronically homeless people to PSH units following the order of priority set forth in CPD Notice 14-012, *Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status.*

The CoC ensures that all eligible veterans are referred for assistance through HUD-VASH and SSVF. Those veterans who are not eligible for these programs receive priority access to available CoC-funded PSH beds provided they meet the chronic homelessness criteria.

RRH providers will use a standard set of criteria for determining which households will receive assistance. Families and individuals served will be those who are most likely to retain permanent housing and those who face primarily economic barriers to self-sufficiency and permanent housing.

c. Standards for determining share of rent and utility costs program participants will pay.

The program will provide "the least amount of assistance for the least amount of time," while ensuring that enough is provided to be reasonably sure that the housing will

"stick" and the assisted household does not return to homelessness. Any household moving new housing will be eligible to receive and security deposit and/or rental assistance of up to six months. The average amount of assistance will be $3,100 per participating household. The maximum will be $2,000 for individuals and $4,000 for families. The RRH program will not pay for utility costs. Participants are referred to the Core Service Agencies for utility assistance.

d. **Standards for how long a participant will receive assistance and how assistance is adjusted over time.**

Participants may receive rental assistance for up to six months.

e. **Standards for determining type, amount and duration of housing stabilization or relocation services.**

RRH activities will include both housing relocation and stabilization services. The amount, type and duration of services will depend upon the individual household need, with the goal of providing the least amount of assistance while ensuring that the housing will "stick." The average amount of assistance will be two hours of case management per week per household, for 26 weeks, divided evenly between housing search and placement, and housing stabilization case management. RRH will also provide direct financial assistance, in the form of rental subsidies for up to 6 months, with an average of $3,100 per participating household.

f. **Other Policies and Standards**

Homeless providers funded by both the CoC and ESG programs will ensure all children are enrolled in early childhood programs or in school and connected to appropriate services in the community.

Emergency shelters, transitional housing, and permanent housing–permanent supportive housing and rapid re-housing–projects within the CoC shall not deny admission to or separate family members when they enter shelter or housing.

All providers shall adopt strategies to help program participants obtain mainstream benefits.

4. Procedures for Monitoring Outcomes of CoC and ESG Recipients

The San Mateo County Human Services Agency, Center on Homelessness (the CoC Lead Agency) (San H.S.A.) is responsible for regular monitoring of all emergency shelter, transitional housing, outreach, supportive housing, rapid re-housing and prevention programs as part of the H.S.A.'s contract management responsibilities. This includes all

CoC and ESG funded projects. Monitoring shall include site visits, analysis of spending rates, review of financial information, review of occupancy data, and a review of whether projects are meeting the performance benchmarks established by HUD and the CoC. Specific performance measures to be monitored shall include: utilization rates, increasing housing stability, participant eligibility, length of time homeless, destination upon exit, increasing income, and connecting to mainstream benefits.

The CoC Project Performance subcommittee shall work with the Lead Agency staff to conduct an annual assessment of how well CoC and ESG projects are performing, identify those that are underachieving either in terms of outcomes, spending, effectiveness, or other factors, and recommends whether projects should be offered technical assistance to improve performance or should be candidates for grant re-allocation.

The San Mateo County Department of Housing (DOH), the County's ESG recipient, is responsible for coordinating closely with the CoC in regards to ESG funding. There is a designated slot for a CoC representative on the HCDC board which allocates ESG funding. The DOH has a designated representative on the CoC Steering Committee.

The CoC Steering Committee shall consult on relevant sections of the Consolidated Plan for the County and four entitlement jurisdictions, including sections covering funding priorities for the County's ESG funds. DOH has delegated responsibility for management of all ESG funds to the CoC Lead Agency, the San Mateo County Human Services Agency (H.S.A), including awarding contracts, gathering community input, data analysis and contract monitoring. The CoC Lead Agency is also the HMIS Lead Agency and develops the policies and procedures for operation and administration of HMIS for ESG funded projects. The CoC Lead Agency shall evaluate and rank local applications for State ESG funding in accordance with priorities established by the CoC Steering Committee.

San Mateo County – Continuum of Care
2015 NOFA Review Panel Meeting

October 28, 2015
9:00 am
HSA office, 1 Davis Drive, Belmont

Minutes

Present: Review panel members
Committee support: Kate Bristol and HSA staff (Jessica Silverberg, Brian Eggers, Selina Toy Lee, Christine Ferry)

Topic	Discussion	Action/ Next Steps
Welcome and Introductions		
Review and raking projects	Discussed the CoC Review and Ranking Process policy, which guides this process. The policy has been approved by CoC steering committee and has been shared with the CoC email list serve, shared publicly on the website, and had been shared with this review panel prior to today's meeting	The CoC steering committee will finalize the project priority list at their 10/30 meeting.
	The panel reviewed and discussed the renewal projects, the bonus/new project application and the HMIS project application. Panel discussed the ranking of projects.	
	The panel created the project priority list. See attachment.	
Closing	Meeting adjourned at approximately 12 noon	

2015 Rankings from Review and Ranking Committee 10-28-15 - San Mateo County CoC

Tier	Rank	Project Name	Provider Name	Type	TOTAL SCORE n/a= not scored, placed by committee per policy	Grant Request	Running Total	
1	1	S+C Tenant Based (SP10)	Housing Authority	PH	81	$ 1,835,978	1,835,978	
1	2	S+C Belmont Apartments	Housing Authority	PH	81	$ 175,891	2,011,869	
1	3	S+C 9 (Tenant Based)	Housing Authority	PH	77	$ 62,446	2,074,315	
1	4	S+C 12 (Tenant Based)	Housing Authority	PH	72	$ 62,446	2,136,761	
1	5	S+C Sponsor Based (SP2)	Housing Authority	PH	70	$ 1,039,122	3,175,883	
1	6	S+C 11 (Tenant Based)	Housing Authority	PH	67	$ 62,446	3,238,329	
1	7	SHP Scattered Sites	Housing Authority	PH	63	$ 813,703	4,052,032	
1	8	Vendome/PUSH	InnVision Shelter Network	PH	63	$ 176,871	4,228,903	
1	9	Casa de Sor Juana Ines	CORA	TH	62	$ 229,668	4,458,571	
1	10	Spring Street Transitional	MHA	TH	61	$ 40,283	4,498,854	
1	11	SAYAT Program	MHA	PH	60	$ 74,666	4,573,520	
1	12	First Step for Families	InnVision Shelter Network	TH	59	$ 504,212	5,077,732	
1	13	Safe Harbor Transitional	Samaritan House	TH	59	$ 107,000	5,184,732	
1	14	Maple Street	InnVision Shelter Network	TH	57	$ 230,050	5,414,782	
1	15	Family Crossroads	InnVision Shelter Network	TH	57	$ 133,750	5,548,532	
1	16	Redwood Family House	InnVision Shelter Network	TH	56	$ 133,750	5,682,282	
1	17	HMIS	Human Services Agency	HMIS	n/a	$ 80,110	5,762,392	
1	18	Rapid Re-Housing 2014	InnVision Shelter Network	PH	n/a	$ 416,244	6,178,636	Tier 1 = 6,362,479
split 1, 2	19	Permanent Supportive Housing (SP16)	Housing Authority	PH	n/a	$ 978,009	7,156,645	
2	20	SAFE (Savings and Financial Education) 2014	InnVision Shelter Network	PH	n/a	$ 136,743	7,293,388	
2	21	Shelter Plus Care Sponsor Based (SP15)	Housing Authority	PH	n/a	$ 191,881	7,485,269	
2	22	PSH (SP17)	Housing Authority	PH	89	$ 1,122,616	8,607,885	

Projects Not Selected to Go Forward in NOFA Process

		Next Step Center	Vietnam Veterans	SSO	51	$ 74,690	$ 74,690	

San Mateo County – Continuum of Care Steering Committee
October 30, 2015
9:30 am

Minutes

Present: Fatima Soares, Lenelle Suliguin, Jesus Contreras, Laura Bent, Sandy Council, Cori Manthorne, Janice Carter, Melissa Wagner, Caitlin Billings, Katherine Finnigan, Ana Morales, Norman Aleman, Stephanie Weisner, Jesus Contreras, Michael Radding
Staff: Kate Bristol (Via Phone), Selina Toy Lee, Brain Eggers Tammie Sweetser, Jessica Silverberg

Topic	Discussion	Action/ Next Steps
Welcome and Introductions Jessica Silverberg	Jessica Silverberg (filling in for Melissa Platte) called meeting to order at 9:32 A.M.	
Finalize project priority list for 2015 CoC NOFA Jessica Silverberg/Kate Bristol	COC Rating and Ranking Committee met earlier in the week to rank and rate the CoC applications for 2015. Eighteen applications were placed in Tier 1, one was split between Tier 1 and Tier 2, three were placed in Tier 2 and one application was not accepted. Lenelle Suliguin made a motion to approve the 2015 CoC NOFA Priority List Fatima Soares seconded the motion All that were eligible to vote stated "aye" and the motion was passed. (Members who are part of an agency that applied for funding are not eligible to vote on NOFA raking-related votes.)	
Review and approve revisions to the governance charter Kate Bristol	Kate reviewed the edits that the governance charter edits that the CoC Committee had approved at the previous CoC meeting. Governance charter was approved unanimously.	

Topic	Discussion	Action/ Next Steps
Vote on potential new committee members Jessica Silverberg	6 new potential committee members were discussed. These potential members had been identified via conversations with Chair Melissa Platte. Discussed what stakeholder groups these members can help represent for the committee. Melissa Wager and Stephanie Weisner shared their background. A motion was made to approve these 6 new members to the committee Motioned seconded by Laura Bent The rest of the committee stated "aye" and the motion was passed unanimously. The six new committee members are listed below. Name Stakeholder Groups Judy Davila Mental health, organizations that serve victims of human trafficking Dan Brown Formerly homeless individuals/at large members Steve Carey Formerly homeless individuals/at large members Paul Tunison Formerly homeless individuals/at large members Melissa Wagner Law enforcement, local jail Stephanie Weisner Alcohol and drug treatment system, mental health, and homeless youth	
Announcements/other items	Jessica and Selina provided updates on the system redesign, HUD technical assistance on ending veteran homelessness (Vets@Home), and AHAR.	
Adjournment Jessica Silverberg	Meeting adjourned at 10:45	

2015 Rankings from Review and Ranking Committee 10-28-15 - San Mateo County CoC

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Projects Not Selected to Go Forward in NOFA Process

| | | Next Step Center | Vietnam Veterans | SSO | 51 | $ 74,690 | $ 74,690 | |

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From: Tammie Sweetser   11/6/2015 2:40:32 PM
To: CoC Steering Committee 2016
Subject: CoC Minutes from The October 28th NOFA Ranking Meeting & October 30th CoC Special Meeting

ⓘ GroupWise has restricted this webpage from running scripts or ActiveX controls that could access your computer. Click here to allow access.

Good afternoon
Please find attached the minutes from October 28th NOFA ranking meeting and the October 30th CoC Special Meeting.

Have a great weekend
Tammie

Tammie Sweetser

Assistant to Selina Toy Lee, Director of Collaborative Community Outcomes (Center on Homelessness, Children's Fund, H.S.A. Office of Emergency Response, S.T.E.M., & Veterans Services)

San Mateo County
Human Services Agency
1 Davis Drive
Belmont, CA 94002
Phone (650) 802-5116
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E-mail: tsweetser@co.sanmateo.ca.us
Web Site: www.smchsa.org

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Message

Review Panel   CoC Steering
Minutes an...   Minutes an...

All CoCs and project applicants are required to apply for the 2015 CoC competition electronically through HUD's e-snaps system at http://www.hud.gov/esnaps. No paper applications will be accepted.

The deadline for San Mateo County to submit our CoC application to HUD is November 20, 2015. Our local deadline for applicants to submit their requests for new project funding to the CoC Lead Agency, the San Mateo County Human Services Agency, Center on Homelessness, is October 20, 2015, at 5:00 p.m.

More information on the local process and time line is available in the documents below.

Potential applicants meeting

September 30, 2015 at 1:00 -3:30 p.m at HSA's office at 400 Harbor Blvd, Belmont, Building B, in the Belize room. This meeting will be for organizations interested in applying for either new or renewal funding and will provide details on our local process.

Notice Document(s)

PDF	San Mateo County CoC 2015 New Project Funding Announcement.pdf	157.44 KB
PDF	2015 Rating and Ranking Process 10092015.pdf	370.12 KB
PDF	Review Panel Minutes and Priorty List 10-28-15.pdf	96.55 KB
PDF	CoC Steering Minutes and Final Priority List.pdf	159.99 KB

San Mateo County   A-Z Services   Departments   Privacy Policy   Accessibility Policy   Endorsement Disclaimers
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