Before Starting the CoC Application

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

 The Collaborative Applicant is responsible for reviewing the following:

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

1A. Continuum of Care (CoC) Identification

Instructions:

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

1A-1. CoC Name and Number: IL-516 - Decatur/Macon County CoC

1A-2. Collaborative Applicant Name: Dove, Inc.

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Dove, Inc.

1B. Continuum of Care (CoC) Engagement

Instructions:

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

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

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

Other:(limit 50 characters)		
Universities	Yes	Yes
Early childhood development agencies	Yes	Yes

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

(1)The Macon County CoC solicits input and guidance from a broad spectrum of community groups and individuals through the governing board and a an advisory council. Through our monthly governing board meetings, partner agencies express opinions and share information for discussion and planning. We hold public quarterly advisory council meetings, engaging providers and community members in efforts to prevent and end homelessness. Our methods of soliciting opinions include public meetings, educational events, presentations, targeted focus groups, and engagement in community networks.

(2)The CoC carefully communicates its meetings to ensure community engagement. We publish notices of advisory council quarterly meetings in the local news media, through an electronic listserv and on the CoC's lead agency's website encouraging attendance from all who want to prevent and end homelessness. At these meetings, service providers and community members identify gaps in housing and services. The CoC's governing board is broad-based, with two formerly homeless persons and ten leaders in housing, healthcare, behavioral health, education, government, prevention, emergency services, and human services.

(3)The past year offered three examples of how our CoC used input to improve our approach to homelessness. First, several community groups identified the need for low barrier housing options, and we responded by increasing the number of RRH units. Second, DV partners advocated maintaining TH beds for their clients, and we included a DV Bonus project and a new Joint TH and PH-RRH project in this application. Third, the CoC cohosted a series of community forums addressing child maltreatment and human trafficking as they related to homelessness. The CoC is at the forefront of this work, disseminating informational materials and offering training to its members. CoC member agency representatives serve on committees and work groups evaluating needs in these areas.

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

(1)Our CoC has a well-developed invitation process for inviting new members. The process consists of discussion at governing board meetings to identify potential members and gaps in representation, speaking engagements to civic and faith-based groups, hosting public forums, and one-on-one meetings with potential members. For example, we encourage volunteers in the Point-in-Time count to attend CoC meetings and serve on committees after the PIT effort ends. We make a concerted effort to invite new members at the annual CoC Community Breakfast each March, when we release PIT results to the media and the public.

(2)The CoC communicates its invitation process to solicit new members through the news media as well as public meetings and individual meetings with potential members. As an example of communicating at public meetings, a large number of persons attend the annual CoC Breakfast, representing government, human services, faith-based institutions, neighborhood organizations, health care, education, and private citizens.

(3)Our solicitation process is ongoing. We issue specific invitations quarterly at meetings of the advisory council and annually at the CoC Community Breakfast. However, the solicitation process is ongoing throughout the year.

(4)We are fortunate to have persons who have experienced homelessness on our governing board and committees. To identify them and solicit their involvement, case managers and coordinated entry staff suggest names of clients to the officers or the governing board, and a member of the board meets with them individually to explain the role and expectations for CoC leadership positions. One of our current board members began involvement as a homeless single parent. A CoC agency provided housing and services; she stabilized her life and pursued education and career opportunities. She recently completed an MSW degree and is employed in a local human service agency.

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

(1)The CoC issues an annual solicitation for project applications shortly after HUD releases the CoC NOFA each year. This solicitation, a copy of which is attached, informs the public of the types of new projects that are permitted by HUD, the application process, and deadlines. It includes a specific appeal to organizations that have not received CoC funding, encouraging them to apply. The communication instructs all applicants in submission procedures, encourages all interested parties to access HUD's eligibility requirements and e-snaps resources via live links, and describes the rating and review criteria. We distribute this solicitation through news media, websites, Facebook, emails, and announcements at public meetings.

(2)We use the following criteria to determine whether project applications will be selected for inclusion and ranking: (a) whether the project and the applicant meet HUD Threshold standards as stated in the current NOFA; (b) whether the

project activities are eligible under the current NOFA; and (c) whether the applicant agency is in good standing with the state of Illinois and the CoC.

(3)The CoC publicly announced it was open to proposals on July 6, 2018.

(4)This instruction is not applicable.

1C. Continuum of Care (CoC) Coordination

Instructions:

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

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

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Not Applicable
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	Yes
Funding Collaboratives	Yes
Private Foundations	Yes
Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs	Yes
Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and services programs funded through State Government	Yes
Housing and services programs funded through Local Government	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	
Faith-based emerg svc	Yes
Private shelters/food progs	Yes

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

1)   Our CoC consults with the state for the planning and allocation of ESG as we are served by the Illinois balance-of-state through the Illinois Department Human Services (IDHS). As one of many CoC geographies in this jurisdiction, we determine funding allocations and performance standards (PS) by working

with providers to identify needs for activities and services. Once a provider identifies their allocation needs, they are submitted to our CoC for review. If the request aligns with our identified service needs, it is approved. If the request does not align with our current service needs, the CoC and provider meet to discuss the allocation request. Our CoC submits performance standard data, as a result of the system performance measures the CoC uses in compliance with HUD, to the state for review and consultation prior to anyone in our area receiving an ESG allocation.

2) The CoC takes an active role in evaluating and monitoring ESG performance. As an example, this year the CoC addressed serious performance deficiencies in an ESG-funded emergency shelter operated by the Salvation Army (SA). When informed by IDHS that ESG funds were being withdrawn from the shelter, our CoC Governing Board recommended the temporary allocation of ESG funds to Dove, Inc., and IDHS agreed. Acting as interim sub-recipient on behalf of the CoC, Dove assumed control, monitored PS's, and addressed the project's deficiencies, with the goal of getting the SA capable of resuming the sub-recipient role. With State approval, Dove implemented an ESG performance monitoring tool focusing on improving data quality and increasing exits to permanent housing. A recent monitoring review resulted in no findings. This review confirms improved service provision and exits to permanent housing and that Dove has been successful in the sub-recipient role over the past year. For the next year, SA will take back the sub-recipient role and with Dove remaining in a monitoring role.

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

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

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

(1)   Our CoC's protocols and emergency transfer plans assure that survivors' needs are paramount. Our policies and procedures promote and provide victim centric, trauma-informed services. Our guiding principles (GP) state required

practices for the entire CoC system. They state that we "promote participant-centered practices. Every homeless person is treated with dignity, prevention from experiencing further trauma; offered at least minimal assistance, and participates in their own housing plan." Prioritizing and ensuring safety for our clients is critical. Our GP's address prioritization and safety as well. We prioritize the most vulnerable stating "Our resources are first directed to persons and families who are most vulnerable. Less vulnerable persons and families are assisted as resources allow." GP also address safety and emergency transfer plans, stating "We ensure the safety for all individuals and families seeking assistance including assuring rapid linkage to emergency and victim services." Our Collaborative Applicant is also the area's recognized DV provider resulting in cross-trained staff, and practices and protocols directed toward victim safety, trauma-informed care and participant choice.

(2)   We ensure client choice for housing options and services throughout the entire process. As stated in our policies, "Participants are offered choice whenever possible." We offer three specialized forms of safe housing: state-funded domestic violence shelter, a CoC-funded domestic violence focused transitional housing project, and a DOJ/VOCA funded transitional housing project for DV survivors. Communication protocols assure safety and confidentiality. Persons referred to the DV program are never entered into HMIS. Likewise, when the DV program refers a homeless client to the CoC for housing through the Coordinated Entry process, staff enters participant information into HMIS but does not identify the case as a DV referral.

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

(1) The area's victim service provider, Dove, Inc. (which is also the Collaborative Applicant) has trained staff members at all CoC-funded projects with 40 hours of DV training. Dove's DV Program provides annual training, focusing on best practice methods in servicing survivors of domestic violence, dating violence, sexual assault, and stalking. The training specifically focuses on trauma-informed care and victim centered services as well as other areas including dynamics, legalities, ethical issues, safety, historical perspectives, children's needs, special populations, services, and program policies. We held our annual DV training for CoC projects this this year on July 19, 2018.

(2)   Dove, Inc, Domestic Violence Program staff provide annual training for Coordinated Entry (CE) staff along with CoC project staff, as described above. All CE staff have received 40 hours of DV training and annual updates.

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

We use data from three sources to address the needs related to domestic violence and similar offenses. The three sources are: (1) Macon County criminal

justice statistics; (2) HMIS; and (3) Illinois Infonet.

Our CoC covers all of Macon County, Illinois. In the 12-month period that ended September 30, 2017, local law enforcement agencies made 846 arrests for domestic battery and aggravated domestic battery, and the State's Attorney's Office charge 643 cases. The sources for this information are Macon County criminal justice agencies and the Illinois Criminal Justice Information Authority (ICJIA); all data from both of these sources is de-identified and aggregated.

Our HMIS indicates that 6.44% of all adult participants reported domestic violence. 86% of those who reported were female and 40% reported being victimized within the past 12 months.

Illinois Infonet reported that in 2015 (the last year for which data was published), 808 Orders of Protection were obtained in Macon County (the CoC's geographic area,), which is a rate of 753 per 100,000 people. For the same year, Illinois Infonet documented 1,776 reported domestic related offenses in Macon County, which is a rate of 1,655 per 100,000 people. Illinois Infonet is operated and maintained by ICJIA, and it is a comparable database.

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

1C-4a. From the list, applicants must indicate the type(s) of DV Bonus project(s) that project applicants are applying for which the CoC is including in its Priority Listing.

SSO Coordinated Entry	
RRH	X
Joint TH/RRH	

1C-4b. Applicants must describe:
 (1) how many domestic violence survivors the CoC is currently serving in the CoC's geographic area;
(2) the data source the CoC used for the calculations; and
(3) how the CoC collected the data.
(limit 2,000 characters)

(1)   The Macon County CoC served 528 survivors of domestic violence in the year that ended June 30, 2018. Of these, 437 were served by the Dove Domestic Violence Program (DVP), which is the state-approved DV victim service agency for all of Macon County. The other 91 persons were served by CoC-funded housing and service projects.

As detailed below in the response to item 1C-4f, Dove. Inc. is the Collaborative Applicant for the Macon County Continuum of Care, the grantee for Coordinated Entry and HMIS, and also the DV victim service provider. This consolidated organizational structure allows for extremely close planning and coordination among the DV project and every component of the CoC homeless network.

The Dove Domestic Violence Program (DVP) operates a 30-bed emergency shelter and offers a full range of victim services including individual and group counseling for adults and children, parenting, legal advocacy, transportation, client advocacy, medical assistance, and a 24-hour telephone hotline. A partner agency, Growing Strong, provides similar services for survivors of sexual assault, stalking, and trafficking. The CoC's Coordinated Entry system offers a wide range of housing referrals and supportive services.

Housing resources in the CoC include 18 family units and 11 single units of transitional housing (all dedicated or prioritized for DV survivors), 7 units of Rapid Re-Housing, and 19 units of Permanent Supportive Housing.

(2)	Data sources for the above statistics are HMIS, the 2018 Housing Inventory Count, and DVP client records in Illinois Infonet.

(3)	The client count was calculated by adding the total number of DV clients served by DVP to the number of participants in the CoC who self-identified as DV survivors but were not served by DVP

1C-4c. Applicants must describe:
(1) how many domestic violence survivors need housing or services in the CoC's geographic area;
(2) data source the CoC used for the calculations; and
(3) how the CoC collected the data.
(limit 2,000 characters)

(1)	Approximately 650 domestic violence survivors need services each year, and at least 250 need housing.

(2)	The CoC used the following data sources: Macon County criminal justice statistics, Dover Domestic Violence Program files, HMIS, and Illinois Infonet.

(3)	We collected the data directly from the above sources. For Illinois Infonet, the data were collected from the Illinois Criminal Justice Information Authority's Infonet website at http://www.icjia.state.il.us/systems/infonet. For the others, we used statistical reports.

We calculated the data for services by taking the number of cases charged in a recent year (634) and rounding it to the nearest 50. We calculated the data for housing needs by taking the number of housing referrals for DV survivors from DVP and Coordinated Entry in the year ended June 30, 2017 (229), and rounding to the nearest 50.

1C-4d. Based on questions 1C-4b. and 1C-4c., applicant must:
(1) describe the unmet need for housing and services for DV survivors, or if the CoC is applying for an SSO-CE project, describe how the current Coordinated Entry is inadequate to address the needs of DV survivors;
(2) quantify the unmet need for housing and services for DV survivors;
(3) describe the data source the CoC used to quantify the unmet need for housing and services for DV survivors; and
(4) describe how the CoC determined the unmet need for housing and

services for DV survivors.
(limit 3,000 characters)

(1)   Approximately 100 DV survivors have unmet needs for services, and at least 100 – including family members – have unmet needs for housing. An analysis at each housing type follows:

(a)   We do not need any additional DV shelter beds. Dove's DVP shelter is rarely fully occupied. In the last three Point-in-Time counts, the shelter's occupancy rates ranged from 20% to 37%.

(b)   We have moderate need for 10 transitional housing units to serve 20 persons per year. The CoC has a total of 62 TH beds, with the majority of beds either dedicated or prioritized for DV survivors. Occupancy is normally at 100%; vacancies are filled as soon as they occur.

(c)   We have a high need for 20 Rapid Re-Housing units to serve 60 persons per year. The CoC had only 8 units of RRH with 20 beds as of the 2018 HIC, and none were prioritized for DV survivors. Occupancy is normally at 100%; vacancies are filled as soon as they occur.

(d)   There is a need for 5 Permanent Supportive Housing to serve 5 DV survivors and 15 family members. We need these for multiple-barrier survivors who experience diagnosable life-limiting disabilities needed to qualify for PSH units. Occupancy is normally at 100%; vacancies are filled as soon as they occur.

(2)   We used the following data sources: (1) Macon County criminal justice data; (2) staff estimates; (3) HIC tables from 2016-2018; (4) wait list data from Coordinated Entry; and (5) HMIS.

(3)   To collect the data for unmet the number of persons in need of services, we used the number of domestic violence charges filed by the Macon County State's Attorney's office for the year that ended September 30, 2017 (approximately 634) and subtracted the number Dove DVP served in the year ended June 30, 2018 (543). We rounded both numbers to the nearest 50 (650 minus 550 = 100 unmet need for services)

(4)   To collect data on the number of existing units and occupancy rates, we utilized the 2016 through 2018 HIC tables, and occupancy data from HMIS. To calculate the number of non-emergency housing units needed, we used wait list data from DVP and the CE center.

1C-4e. Applicants must describe how the DV Bonus project(s) being applied for will address the unmet needs of domestic violence survivors. (limit 2,000 characters)

The CoC is proposing one DV Bonus project, DVP Housing. This project will address unmet needs for rapid re-housing and services.

To address the unmet need for rapid re-housing, this project will create four units, two 2BR units and two 3BR units, serving an average of 4 adults and 6 children at any given time, an estimated 20-30 persons per year. These units are targeted at survivors who need additional, time-limited rental supports and

services to maintain housing.

This will absorb about 40% of the unmet need for 10 units of RRH. We are addressing some of the remaining need by reallocating 100% of a transitional housing project into a new Joint TH and PH-RRH project, in a separate application.

To address a portion of the unmet need for services, the bonus project is proposing a small amount of case management services. These will be directed at providing supportive services transportation, life skills classes, and employment training opportunities.

1C-4f. Applicants must address the capacity of each project applicant applying for DV bonus projects to implement a DV Bonus project by describing:
(1) rate of housing placement of DV survivors;
(2) rate of housing retention of DV survivors;
(3) improvements in safety of DV survivors; and
(4) how the project applicant addresses multiple barriers faced by DV survivors.
(limit 4,000 characters)

Introduction: Dove, Inc. is the project applicant, and the project will be jointly managed by the Dove Domestic Violence Program and Dove's Homeward Bound, which is a Coordinated Entry (CE) SSO project.

Dove is extremely qualified to manage this project. It is the largest victim service provider in the CoC, the Collaborative Applicant for the CoC, the HMIS Lead, and the grantee for the Coordinated Entry SSO project. Dove has offered DV services since 1980, and it has been the Collaborative Applicant since the CoC was organized in 1994. This structure assures close coordination of housing and services while guaranteeing adherence to evidence-based principles such as trauma-informed care, victim-centered service, safety and victim confidentiality.

(1)   The housing placement rate for DVP and the CE center is 40%. Of 229 DV survivors needing housing referrals in the past year, DVP placed 63 and CE placed 28 for a total of 91. By making more units available, this proposed project will increase our placement rate.

(2)   The housing retention rate is 100%. All persons placed in the above housing had retained their housing, as of the date of submission of this application.

(3)   Safety is of paramount importance to Dove. All staff – not just the DVP staff – are required to complete 40 hours of victim service training as a condition of starting employment. This training covers dynamics of domestic violence, safety planning, trauma, client-centered services, and other critical topics. In addition, all DVP supervisors must be a state-certified Domestic Violence Professional, and eight Dove staff have earned this credential.

DVP staff develop customized safety plans with each survivor as one of the first steps at intake. The client and staff review and update these plans monthly.

Dove has an emergency plan in place when anyone make threats against a survivor or property occupied by a survivor. In cases of significant and specific threats, we place a picture of the abuser at all Dove locations to make staff and volunteers aware of the potential danger. Dove operates on the standard of client self-determination services. Clients have the right to refuse service, the right to privacy, and the right to have all policies and procedures explained to them in everyday words and in a language of their choosing.

Dove stores all client records under lock and key. Client documentation is never removed from the premises.

(4)   Dove carefully addresses multiple barriers faced by survivors of domestic violence. A trauma-informed approach is central to our guiding philosophy. This approach recognizes the symptoms of the trauma that our clients have been subjected to and experienced, acknowledging the role that trauma has played in their lives. All staff are trained in identifying the warning signs in moments of escalated emotional tension and de-escalation techniques. Staff attend workshops and trainings on providing trauma informed services with a client-centered approach.

Because childhood exposure to domestic violence has been also linked to posttraumatic stress disorder, depression, learning problems, separation anxiety, other mental and behavioral disorders, and developmental delays, we conduct screenings on children exposed to DV to identify specific trauma symptoms and developmental delays.

We partner with schools, behavioral health care providers, substance use services and primary health care providers to access services that survivors need.

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

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2017 who were experiencing homelessness at entry	PHA has General or Limited Homeless Preference	PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g. move on?
Decatur Housing Authority	2.30%	Yes-HCV	No

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

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

Not applicable.

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

Yes

Move On strategy description.
(limit 2,000 characters)

Anyone in PSH/TH has a move out plan that is developed and implemented by the resident the day they move into the project. This plan often includes areas of support such as housing counseling focusing on options and barriers that may prevent them from moving to private or subsidized housing. A focus on linkage to mortgage and rental assistance as well as financial support for move-out costs (i.e. moving truck rental) are important parts of a participants move-on strategy. Further, housing quality inspections are completed to ensure participants are moving into entities that meet quality housing standards

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

Our CoC has a long relationship with the LGBTQ community. In addition to our anti-discrimination policy statement adopted August 17, 2017 (all CoC-funded recipients and sub-recipients have similar policies in place), we are currently determining how each CoC project addresses the needs of LGBTQ persons and families and have integrated this topic into our project monitoring protocols. During the assessment process, providers ask clients' preferred pronouns as well as gender. CoC staff updates clients' sex and gender identify information upon their request and present all housing options to each client based on eligibility and choice.

CoC Governing Board members have engaged local LGBTQ community members and allies in order to ensure fair and equal access to housing and services. Specifically, the Collaborative Applicant's director met with Planned Parenthood staff to explain the Coordinated Entry process. Further, the CoC will

provide upcoming presentations for the Pride Alliance at Millikin University and Decatur's PFLAG chapter. To ensure representation, The CoC has invited a LGBTQ formally homeless individual living in PSH to join the CoC Governing Board; this person is currently employed in a leadership position with one of the CoC partner organizations. Additionally, the Collaborative Applicant, Dove, Inc., employs 8% self-identified LGBTQ individuals.

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

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

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

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

1C-8. Centralized or Coordinated Assessment System. Applicants must:
 (1) demonstrate the coordinated entry system covers the entire CoC geographic area;
(2) demonstrate the coordinated entry system reaches people who are least likely to apply homelessness assistance in the absence of special outreach;
 (3) demonstrate the assessment process prioritizes people most in need

of assistance and ensures they receive assistance in a timely manner; and
(4) attach CoC's standard assessment tool.
(limit 2,000 characters)

(1)Our Coordinated Entry (CE) system covers the entire CoC geographic area of Macon County, Illinois with ongoing awareness efforts. Dove staff provide awareness presentations and CE information is published monthly in the Dove Tails newsletter distributed via a provider listserv.

(2)Our CE system reaches people who are least likely to apply for homelessness assistance in the absence of special outreach. Our Continuum Homeless Action Team (CHAT) reaches out to unsheltered homeless individuals living on the street, who are most unlikely to engage in services. The CHAT consists of street outreach workers who know our homeless population, engage them daily to identify their needs and update their status using the Stages of Change to assess individuals' change readiness.

(3)Our CE system prioritizes people most in need of assistance in a timely manner following our guiding principles of "prioritization of the most vulnerable…participant-centered practices…and low barriers." All cases are prioritized in this order:
1."Persons and families experiencing chronic homelessness
1.1.Those with the longest time in a place not meant for human habitation, a safe haven, or an emergency shelter
1.2.Those with severe service needs
2.Persons and families experiencing non-chronic homelessness
2.1.Those with a disability with long periods of episodic homelessness and severe service needs
2.2.Those with a disability with severe service needs
2.3.Those with a disability coming from places not meant for human habitation, safe haven, or emergency shelter without severe service needs
2.4.Those with a disability coming from transitional housing
2.5.All others
The length of time that a person or family has been waiting for housing is taken into consideration only when two or more persons (or families) within the same priority group are waiting for a housing placement"
(4)Our assessment tool, the VI-SPDAT, is attached.

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

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

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

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

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

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

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

Instructions

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

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

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

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

1)   We used the FY 2018 HUD Rating and Review tool to consider severity of needs and vulnerabilities. This tool included consideration of zero income at entry, multiple disabilities, and entering a project from a place not meant for human habitation. Specific disabilities considered included mental health problems, alcohol abuse, drug abuse, chronic health conditions, HIV/AIDS, developmental disabilities and physical disabilities.

2)   Each area of severity of need and vulnerability is assigned a weighted percentage factor/goal worth 10 points, using the following scale:
a) zero income at entry (RRH: 50% or greater, PSH: 80% or greater, TH: 50% or greater).
b) more than one disability (RRH: 50% or greater, PSH: 75% or greater, TH: 50% or greater).
c) entering project from a place not meant for human habitation (RRH: 50% or greater, PSH: 75% or greater, TH: 50% or greater).

We utilized project APR data to evaluate if the project meet the benchmark for

awarding points.

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

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

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

Reallocation: Yes

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

(1) Did the CoC establish a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline? Attachment required.	Yes

(2) If the CoC rejected or reduced project application(s), did the CoC notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline? Attachment required.	Yes
(3) Did the CoC notify applicants that their applications were accepted and ranked on the Priority Listing in writing outside of e-snaps, at least 15 before days of the FY 2018 CoC Program Competition Application deadline?	Yes

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

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

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

Yes

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

Governance Charter Page 4

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

Yes

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

Software Solutions

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

Single CoC

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

(3) total number of beds in HMIS.

Project Type	Total Beds in 2018 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	100	30	67	95.71%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	62	6	56	100.00%
Rapid Re-Housing (RRH) beds	14	0	14	100.00%
Permanent Supportive Housing (PSH) beds	125	0	97	77.60%
Other Permanent Housing (OPH) beds	0	0	0	

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

We greatly improved bed coverage for 2018 for our ES and TH projects. However, we are still below 85% coverage for our PSH beds. Specifically, this bed coverage issue is entirely related to our North Street Commons veteran housing. This non-CoC project has been problematic for the past several years due to lack of client data entry in HMIS. Over the next 12 months, the CoC will take the following steps to engage this project in HMIS: 1) offer assistance with data entry, either by the project or by, or by CE staff; 2) host meetings with North Street Commons managers to address needs for HMIS data entry with the goal of improved bed coverage; and 3) ask partners of the CoC to meet with the North Street Commons management to reinforce the importance of HMIS data entry.

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

2A-7. CoC Data Submission in HDX. Applicants must enter the date the CoC submitted the 2018 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). (mm/dd/yyyy) 04/03/2018

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

Instructions:

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

2B-1. PIT Count Date. Applicants must enter the date the CoC conducted its 2018 PIT count (mm/dd/yyyy).   01/25/2018

2B-2. HDX Submission Date. Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy).   04/03/2018

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

Instructions:

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

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

1) We made no changes in methodology, but we did make changes to improve data quality, in a process that has stretched over the past 3 years.

Using a special grant from Millikin University, a team of four student research fellows and their professors continued efforts with their designed software package that instantly translates questionnaire responses into data summary forms that mimic HDX
report screens. This work continues to provide real time/instant data results for evaluation of accuracy prior to submission to HUD.

For our more tech-savvy providers, this year we collected data from shelter staff in place of the completion of individual questionnaires. Specifically we entered the data directly into a database application and the data collected was populated directly into the Millikin software.

To ensure accuracy, we pretested the above systems using mock data provided by our student research fellows using an array of made-up responses. This exercise allowed us to de-bug the systems several weeks prior to PIT night. With the database system free of errors and issues, we can easily isolate any errors to data entry and rectify the situation immediately.

2)   Although these changes in data quality did not impact our sheltered PIT count results, our continued database system upgrades focusing on data quality allows for accurate, instantaneous PIT results; we can guarantee they are correct. Having this instant, accurate data affords us the time to analyze the utilization of shelters and transitional housing resources for effective strategic planning.

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

2C-2a. If "Yes" was selected in 2C-2, applicants must enter the number of

beds that were added or removed in the 2018 sheltered PIT count.

Beds Added:	54
Beds Removed:	19
Total:	35

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

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

Beds Added:	0
Beds Removed:	0
Total:	0

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

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

(1)We did not change our methodology, but we did make several changes to improve data quality. We revised our survey to reflect changes made by HUD. For gender categories, we added an option of gender non-conforming. We also added a question regarding domestic violence asking if the individual is homeless because they are currently fleeing domestic violence. We made other changes to reduce confusion for those administering the survey, including the addition of the physical addresses of all TH/ES facilities. Further, we adapted the question concerning the responsible parties for households. In years past, we used varied terminology including parent, child, and /or caregiver relationships. In 2018 we simply asked if the person was responsible for anyone listed on the survey.

We updated our volunteer PIT training curriculum so our volunteers would feel more confident about the count. We required all volunteers to sign a job description outlining their roles and commitments. Further, we required all volunteers to complete a training where we provided detailed survey guidelines and expectations and conducted role-play exercises to assure a systematic collection of information.

As with the sheltered count, we pretested the database system using mock survey data completed by our student research fellows. This process allowed us to de-bug the systems several weeks prior to PIT night.

(2)Although these changes in data quality did not impact our unsheltered PIT count results, they did allow for the assurance of improved data collected by our volunteers through survey administration. Our continued data quality upgrades allow for accurate, instantaneous PIT results. Having this instant, accurate data affords us the time to analyze the utilization of shelters and transitional housing resources for effective strategic planning

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

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

(1)In efforts to engage stakeholders serving youth experiencing homelessness during the planning process for the PIT count, we involved two school liaisons, one of whom covers the Decatur Public Schools (our area's only urban district), and the other of whom covers all private schools and rural districts outside Decatur. We trained both in HUD-CoC definitions of homelessness, youth, parenting youth, and unaccompanied youth. The two liaisons then examined data on all youth that were homeless under the Department of Education's McKinney-Vento definition and identified those who also fit under the HUD-CoC McKinney-Vento definition. They provided the CoC's PIT team with the identities and data on these youth.

(2)We worked with stakeholders and school liaisons to identify locations where youth experiencing homelessness were most likely to be found by meeting with them 3-4 weeks prior to the PIT count to gain their insights into locations. However, no homeless youth were involved in the process, only the   liaisons.

(3)Youth experiencing homelessness were not involved in the 2018 PIT count.

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

(1)To better count individuals and families experiencing chronic homelessness
in our geographical area, we utilized our Continuum Homeless Action Team
(CHAT) of street-level outreach workers to compare our ongoing by-name list of
all known individuals and families experiencing long-term homelessness. This
list originated after the 2016 PIT when we first asked for names during the
count. At that time we instituted CHAT as a response to increased levels of
chronic homelessness.

(2)To better count families with children experiencing homelessness in our
geographical area, we tweaked our survey and data collection process.
Specifically, we modified our database structure to assure that each family
member has a separate record and was linked to the proposer family through
the responsible party. Further, we trained our volunteers in techniques to ask
survey questions effectively and elicit correct responses. Our volunteers asked
who the "responsible party" was, instead of using terms such as guardian,
parent, etc. Eliminating the language of "guardian" from the survey made it less
threatening for parent/family members to answer the question as they did not
see the surveyor as a threat from protective services or perceive that we had
control over them with regard to their role with the child.

(3)To better count Veterans experiencing homelessness, our Continuum
Homeless Action Team (CHAT) worked with VA providers to compare our
ongoing by-name list. We tracked all persons on the list and attempted to make
contact with each of them at least weekly, and daily with those living in shelters
or transitional housing. As a result, it was relatively easy to locate them and
include them in the PIT count in 2018. This greatly improved our accuracy.
Further, a U.S. Army veteran trained our CoC and another CoC, providing tips
on how to improve the count/. Both of these efforts greatly improved our
accuracy in identifying homeless Veterans.

3A. Continuum of Care (CoC) System Performance

Instructions

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

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

Number of First Time Homeless as Reported in HDX.	164

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

(1)The CoC determines risk factors to identify persons becoming homeless for the first time by reviewing VI-SPDAT assessments of first-time homeless persons
and analyzing the factors that led to homelessness. We hold fact-finding meetings
with schools and community planning groups to identify common factors that cause loss of housing resulting in homelessness. Common risks factors that we identified through these efforts include financial barriers, mental health and addiction issues, physical health issues, and unemployment.

(2)We have two strategies to address individuals and families at risk of becoming homeless. First, we coordinate with local prevention programs as part of our coordinated entry intake process; and second, we identify and build upon and assets the person/family possesses (e.g., employment, social structure, family support, working car). Several partners work with us in identifying the at-risk population, including Decatur Jobs Council, school homeless liaisons, and privately-funded homeless prevention programs.

(3)The Director of the Coordinated Entry center is responsible for overseeing the CoC's strategy to reduce the number of individuals and families experiencing homelessness for the first time.

3A-2. Length-of-Time Homeless as Reported in HDX. Applicants must:
(1) provide the average length of time individuals and persons in families remained homeless (i.e., the number);

(2) describe the CoC's strategy to reduce the length-of-time individuals and persons in families remain homeless;
(3) describe how the CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and
(4) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the length of time individuals and families remain homeless.
(limit 2,000 characters)

(1)We reduced the average length of homelessness from 191 nights in FY 2016 to 133 nights in FY 2017 with a median of 57 (down from 123 in FY2017).

(2)The CoC engages in multiple actions to reduce the duration of time individuals and families remain homeless. First, we engage in Housing First practices. For example, clients in ESG-funded shelters work with our Coordinated Entry team to develop permanent housing plans upon admission to the shelter. In addition, annually we apply for additional funding through HUD to increase the number of RRH units available. This year we are reallocating an entire TH project to a new Joint TH and PH-RRH project in order to move participants more rapidly into housing.

(3)Our CoC identifies and houses individuals and families with the longest length-of-time homeless by utilizing HMIS to track the length of time persons remain homeless, automatically flagging them for needed attention and referral for services to gain housing. We generate monthly reports for each ES and TH provider identifying participants with longer stays. Our planning process involves analyzing client-level HMIS data to identify issues among subgroups. We use these data to identify participants with long term homelessness and address barriers that extend their homelessness, and work to match participants to appropriate housing.

(4)The Coordinated Entry Task Force is responsible for overseeing the CoC's strategy to reduce or end the number of individuals and families experiencing homelessness for the first time.

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

	Percentage
Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid re-housing that exit to permanent housing destinations as reported in HDX.	26%
Report the percentage of individuals and persons in families in permanent housing projects, other than rapid re-housing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX.	95%

3A-3a. Applicants must:
(1) describe the CoC's strategy to increase the rate at which individuals

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

(1)In efforts to increase the rate at which individuals and persons in families exit to permanent housing destinations, we implemented a new strategy last year to correct our unacceptable rate of successful exits in FY 2016. We analyzed the reasons for each unsuccessful exit and increased the frequency and intensity of in-home case management with the use of outreach. This proved effective, as we increased our percentage of successful exits from 9% in FY 2016 to 26% in FY 2017, a three-fold increase. There is still room for improvement, and we intend to continue to implement these strategies for continued future successful exits.

(2)We successfully increased the retention rate in permanent housing by 6% in FY 2017 after a decrease in FY 2016. We see this upward trend as positive and will continue to implement our strategies: 1) analyzing the cause for each unsuccessful exit; and 2) increasing the frequency and intensity of in-home case management with the intentional deployment of staff. Both of these strategies have proven successful over the past year.

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

	Percentage
Report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX	2%

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

(1)We identify common factors of individuals and persons in families who return to homelessness through three uses of our HMIS database. First, at the point of entering client-level data, our HMIS system alerts users whenever a person with similar properties exists in the database. Second, we generate a monthly report for all providers that identifies all persons who have returned into the database in the past month. Third, HMIS monitors and records returns to homelessness by any participant who exits RRH, TH, or PSH.

(2)To maintain our high performance and reduce the rate of additional returns to homelessness, we rely on intensive case management with a specific goal of

attaining the greatest possible level of self-sufficiency. We accomplish this through our intentional deployment of staff.

(3)The Continuum Homeless Action Team (CHAT), an interagency team of outreach personnel, is responsible for overseeing The CoC's strategy to reduce the rate of individuals and person in families returns to homelessness.

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

(1)Our strategy to increase access to employment and non-employment cash sources is two-fold. First, our strategies for accessing employment cash sources include the CoC's sponsorship of the Decatur Jobs Council (DJC). As an interagency network, DJC oversees homeless-related training programs in food production, food service, lawn care, housekeeping and retail sales.

Second, to access non-employment cash sources, our strategy focuses on a specialized SOAR effort to work with individuals and families to access necessary non-employment income sources. We have two Coordinated Entry case managers trained in the SOAR model.

(2)In our work to help individuals and families increase their case income, the CoC works with mainstream organizations through the DJC to enroll individuals into job training programs. With a focus on employment readiness, we partner with the WIOA administrative agency, which fast-tracks all CoC referrals into a Boot Camp for job readiness, resume building and interview skills. This particular strategy allows participants to have increased odds for gainful employment resulting in increased access to income.

(3)The Decatur Jobs Council is responsible for overseeing the CoC's strategy to increase job and income growth from employment.

3A-6. System Performance Measures Data Submission in HDX. Applicants must enter the date the CoC submitted the System Performance Measures data in HDX, which included the data quality section for FY 2017 (mm/dd/yyyy)   04/20/2018

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

Instructions

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

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

Total number of beds dedicated as DedicatedPLUS	28
Total number of beds dedicated to individuals and families experiencing chronic homelessness	5
Total	33

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

Yes

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

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

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

(1)Our strategy to rapidly rehouse every household of families with children within 30 days of becoming homeless relies on prompt identification, convenient screening, and Housing First. To identify families with children, we conduct daily outreach to sites where they can be found – meal sites, schools, and food pantries. Our outreach team follows coordinated entry protocols in the field – safety check, triage, and possible diversion. Along with off-site screening, we apply Housing First principles with fidelity, prioritizing families who are most at risk. We work with public and private landlords to increase housing availability. We use CoC and ESG funding for Rapid Rehousing to the fullest possible extent possible.

(2)The CoC addresses both housing and service needs to ensure families successfully maintain their housing once assistance ends by providing wraparound services for up to 6 months of follow up. Specifically, we link participants to support resources including continuing education, employment services and life skills. Case managers, and housing and financial counselors maintain contact to identify and intervene with any issue that may put the family at risk for returning to homelessness. Contact with school personnel is essential, and our CoC a has direct link to our homeless liaison, ensuring children receive all school services such as transportation, special education, free or reduced meals, and other supportive resources.

(3)The Homeward Bound case managers are responsible for overseeing the CoC's strategy to rapidly rehouse families with children within 30 days of becoming homeless.

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

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

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

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

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

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

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

(1)We prioritize housing services for all youth experiencing homelessness by coordinating with all school systems in our geographical area and with the agencies that respond to youth in crisis. Our main school district, Decatur Public Schools District 61, is an HMIS cooperating entity. In this capacity, school liaisons view a "read-only" mode version of HMIS, allowing them to determine when students are in the CoC system and to alert us when they are not.

(2)Our strategy to increase the availability of housing and services for youth experiencing unsheltered homelessness by providing new resources or more effectively using existing resources focuses on collaboration with local nonprofit agencies in our geographical location who serve youth in crisis. Over the last several years we have reported no homeless youth. Yet to ensure the availability of housing and services we specifically work with several local child welfare agencies, Youth Advocate Program (YAP) and BabyTALK, as well as

Decatur Public Schools (DPS) District 61 and school systems in our county through the Macon Piatt County Regional Office of Education. Of these entities, 3 individuals sit on our governing board (BabyTALK, DPS 61, and our Regional Office of Education) and representatives of YAP participate in our Homeless Advisory Council.

YAP has the only emergency shelter for youth in our community and we continue our strong relationship with them to ensure availability of shelter for unsheltered youth. We work with DPS 61 to identify any unsheltered youth who may need services through YAP. In an effort to continue our positive working relationships with these entities, the CoC held a focus group with 3 area providers of youth services (BabyTALK, YAP, and Child First) last spring. Specifically, the goal was to have the providers identify risk areas for youth as well as barriers regarding youth homelessness.

3B-2.6a. Applicants must:
(1) provide evidence the CoC uses to measure both strategies in question 3B-2.6. to increase the availability of housing and services for youth experiencing homelessness;
(2) describe the measure(s) the CoC uses to calculate the effectiveness of the strategies; and
(3) describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of the CoC's strategies.
(limit 3,000 characters)

(1)Over the past several years, we have not experienced youth homelessness in our CoC. Our strategy is not to create housing but to ensure that the services stay in place that are currently so effective.

(2) The measure we use to calculate is the PIT youth count.

(3) The PIT count measures youth homelessness and unsheltered youth homelessness every year. Ultimately, it is the most accurate and meaningful measure of the effectiveness of the CoC's strategies.

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

(1)Our CoC collaborates with youth education providers including BabyTALK, Head Start, and Decatur Public Schools (DPS) District 61 through School Liaisons and administrators, all serving on the CoC's governing board. Collaboration is evident through community forums on topics impacting education services. Our CoC has partnered with BabyTALK and Crossing Healthcare to co-sponsor several community forums and convene working groups creating strategies to reduce child maltreatment and human trafficking in Macon County.

(2)The SEA and LEA attend monthly CoC meetings providing vital information from the Macon Piatt Regional Office of Education and DPS System. CoC members are also active with SEA and LEA as evidenced by a CoC member co-chairing a team for the District's long-range planning.

(3)Our collaborative efforts with our school districts are strong. The DPS Homeless Liaison participates in our Homeless Advisory Council (HAC) and sits on the CoC's management information system sub-committee to assist in tracking homeless students (or those at risk). We work closely with all our area school districts ensuring every child remains in school, preferably their home school, is provided all needed education, student support, transportation and other services as required by law. Specifically, partners refer all homeless families to the Coordinated Entry (CE) center for assessment and eligibility. Parent liaisons work directly with the CoC's CE center to assure eligible families are served. When a CoC provider encounters a family with children, they contact the educational liaison and the home school.

(4)Our CoC has formal partnerships with our SEA and LEA. Representatives from all entities are members of the CoC Governing Board and each partner agency has a signed MOU. These partnerships allow for collaborative meetings to discuss the education needs for youth experiencing homelessness. In addition, youth homeless providers participate in our HAC.

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

The CoC has policy and procedures requiring all projects to inform individuals and families who become homeless of their eligibility for education services. This policy states: "Students who are homeless remain in one school if it is in their best interest; schools provide transportation; access to the full range of opportunities including extracurricular activities, pre-school and early childhood development, and special education; and school liaisons and homeless case managers jointly develop and review plans."

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

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	Yes	No
Head Start	Yes	No
Early Head Start	Yes	No
Child Care and Development Fund	Yes	No
Federal Home Visiting Program	Yes	No
Healthy Start	Yes	No
Public Pre-K	Yes	No

Birth to 3 years	Yes	No
Tribal Home Visting Program	No	No
Other: (limit 50 characters)		

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

(1)To identify homeless veterans in our geographic location, our Continuum Homeless Action Team (CHAT) outreach team visits locations where they are most likely to be found such as libraries, the VA health clinic, and drop-in centers. CHAT members ask everyone whom they encounter if they ever served in the military. Additionally, our CE assessment tool, VI-SPDAT, asks about veteran status.

(2)Our Coordinated Entry (CE) center and the local SSVF project assess veterans using VI-SPDAT. When homeless veterans (or those at imminent risk) contact CE, we notify SSVF after conducting an initial screening for safety. SSVF then does an intake into its system and conducts the full assessment. When homeless veterans (or those at imminent risk) contact SSVF first, SSVF does an intake into its systems and screens for diversion, safety, and prevention. SSVF then notifies CE that they are serving the veteran.

(3)Following the assessment, SSVF and CE work jointly on each case to identify interventions, prioritize the veteran, and make referrals for housing and services. They conduct screenings to determine possible eligibility for VA and other veteran services; this assessment can be done off-site so the veteran does not have to come to the CE center to be assessed or referred. Once a person identifies as a veteran, we immediately refer them to SSVF staff who makes formal eligibility determinations for services, SSVF housing, HUD-VASH housing, or placement in our non-CoC funded dedicated veteran PSH project. The SSVF Coordinator attends quarterly Homeless Advisory Council meetings and the Salvation Army commanding office is a member of the our monthly CoC Governing Board.

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

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

3B-3.4. Does the CoC have sufficient resources to ensure each Veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach? Yes

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

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

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

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

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

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

Instructions:

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

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

Type of Health Care	Assist with Enrollment	Assist with Utilization of Benefits?
Public Health Care Benefits (State or Federal benefits, Medicaid, Indian Health Services)	Yes	Yes
Private Insurers:	Yes	Yes
Non-Profit, Philanthropic:	Yes	Yes
Other: (limit 50 characters)		

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

(1) The CoC works actively with the Illinois Department of Human Services (IDHS), which administers food stamps, TANF, and Medicaid. IDHS provides $170,444 to our CoC's Coordinated Entry center for case managers to assist in the online application process of mainstream benefits at our CE center. This process indicates our close relationship with mainstream providers, assuring that participants apply for and receive all benefits for which they are eligible.

(2)   CoC program staff keeps up-to-date regarding mainstream resources by systematically participate in bimonthly service coordination meetings hosted by the University of Illinois Extension Office. At these meetings all mainstream programs update local agencies.

(3)   Homeward Bound Program Director is responsible for overseeing the CoC's strategy for mainstream benefits.

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

Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition.	9
Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach–meaning that the project quickly houses clients without preconditions or service participation requirements.	9
Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects in the FY 2018 CoC Program Competition that will be designated as Housing First.	100%

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

(1)   Our CoC has successful outreach efforts through our Continuum Homeless Action Team (CHAT). This team consists of street outreach workers from behavioral health, emergency shelters, coordinated entry, health care, food resources, and the faith community.

(2)   Continuum Homeless Action Team (CHAT) outreach covers 100% of our geographic service area.
(3)   On a daily basis, Continuum Homeless Action Team (CHAT) team members comb the streets and visit places where homeless persons are found. When engagement is not imminent, CHAT members build trust and chart progress using the Stages of Change model.

(4)   The CoC tailors its outreach for those least likely to seek assistance: persons experiencing long-term unsheltered homelessness who are often resistant to engagement with services. With its by-name list, regular contact, relationship building, and interagency meetings, Continuum Homeless Action Team (CHAT) uses a person-centered, off-site approach.

4A-4. Affirmative Outreach. Applicants must describe:
(1) the specific strategy the CoC implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identify, sexual orientation, age, familial status or disability; and
(2) how the CoC communicated effectively with persons with disabilities and limited English proficiency fair housing strategy in (1) above.
(limit 2,000 characters)

1)   24 CFR 578.93(c) lists three tasks. (1) Affirmative Marketing: The CoC markets
housing and services in multiple languages and to persons with impairments as described in 4A-4, and we track these activities. 2) Reporting Impediments. The CoC immediately reports any fair housing impediments to the Consolidated Plan administrator for the City of Decatur, who sits on the CoC's Governing Board. One such report led to an investigation and corrective action against a local developer. (3) Informing of Rights and Remedies: All CoC program participants receive written descriptions of their rights to housing and services as well as access to local, state, and federal enforcement agencies.

2)We have translators and assistance in ASL and at least 5 non-English languages, and for hearing, sight, and speech impaired persons, as well as DD phone service. Written publications are in Spanish and English.

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

	2017	**2018**	**Difference**
RRH beds available to serve all populations in the HIC	7	23	16

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

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

4B. Attachments

Instructions:

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

Document Type	Required?	Document Description	Date Attached
1C-5. PHA Administration Plan–Homeless Preference	No	Attachment 1C-5 P...	08/27/2018
1C-5. PHA Administration Plan–Move-on Multifamily Assisted Housing Owners' Preference	No		
1C-8. Centralized or Coordinated Assessment Tool	Yes	Attacment 1C-8 Co...	08/27/2018
1E-1. Objective Critiera–Rate, Rank, Review, and Selection Criteria (e.g., scoring tool, matrix)	Yes	Attachment 1E-1 O...	08/27/2018
1E-3. Public Posting CoC-Approved Consolidated Application	Yes		
1E-3. Public Posting–Local Competition Rate, Rank, Review, and Selection Criteria (e.g., RFP)	Yes	Attachment 1E-3 P...	08/27/2018
1E-4. CoC's Reallocation Process	Yes	Attachment 1E-4 C...	08/27/2018
1E-5. Notifications Outside e-snaps–Projects Accepted	Yes	Attachment 1E-5 N...	08/27/2018
1E-5. Notifications Outside e-snaps–Projects Rejected or Reduced	Yes	Attachment 1E-5a ...	08/27/2018
1E-5. Public Posting–Local Competition Deadline	Yes	Attachment 1E-5b ...	08/27/2018
2A-1. CoC and HMIS Lead Governance (e.g., section of Governance Charter, MOU, MOA)	Yes	Attachment 2A-1 C...	08/27/2018
2A-2. HMIS–Policies and Procedures Manual	Yes	Attachment 2A-2 H...	08/27/2018
3A-6. HDX–2018 Competition Report	Yes	Attachment 3A-6 H...	08/27/2018
3B-2. Order of Priority–Written Standards	No	Attachment 3B-2 O...	08/27/2018

3B-5. Racial Disparities Summary	No	Attachment 3B-5. ...	09/05/2018
4A-7.a. Project List–Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
Other	No		
Other	No		
Other	No		

Attachment Details

Document Description: Attachment 1C-5 PHA Administration Plan

Attachment Details

Document Description:

Attachment Details

Document Description: Attacment 1C-8 Coordinated Assessment Tool

Attachment Details

Document Description: Attachment 1E-1 Objective Criteria

Attachment Details

Document Description:

Attachment Details

Document Description: Attachment 1E-3 Public Posting - Local

Competition

Attachment Details

Document Description: Attachment 1E-4 CoC's Process for Reallocating

Attachment Details

Document Description: Attachment 1E-5 Notification outside of e-snaps - Projects Accepted

Attachment Details

Document Description: Attachment 1E-5a Notification outside of e-snaps - Projects Rejected or Reduced

Attachment Details

Document Description: Attachment 1E-5b Public Posting - Local Competition Deadline

Attachment Details

Document Description: Attachment 2A-1 CoC and HMIS Lead Governance

Attachment Details

Document Description: Attachment 2A-2 HMIS Policy and Procedures Manual

Attachment Details

Document Description: Attachment 3A-6 HDX-2018 Competition Report

Attachment Details

Document Description: Attachment 3B-2 Order of Priority - Written Standards

Attachment Details

Document Description: Attachment 3B-5. Racial and Ethnic Disparities Assessment

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

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

Page	Last Updated
1A. Identification	08/20/2018
1B. Engagement	09/09/2018
1C. Coordination	09/09/2018
1D. Discharge Planning	09/09/2018
1E. Project Review	09/09/2018
2A. HMIS Implementation	09/09/2018
2B. PIT Count	09/09/2018
2C. Sheltered Data - Methods	09/09/2018
3A. System Performance	09/09/2018
3B. Performance and Strategic Planning	09/09/2018
4A. Mainstream Benefits and Additional Policies	09/09/2018
4B. Attachments	Please Complete

Submission Summary   No Input Required

Attachment 1C-5

2018 CoC Consolidated Application:

PHA Administration Plan (Applicable Section(s) Only)

(Documentation of homeless preference)

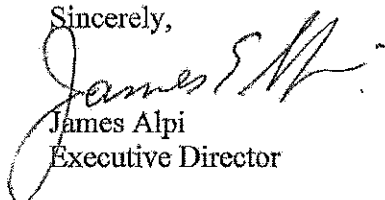**Decatur/Macon County CoC**
IL-516

June 30, 2017

Ms. Christine Gregory, Chairperson
Decatur/Macon County Continuum of Care (IL-516)
c/o Dove, Inc.
302 S. Union St.
Decatur, IL 62522

Dear Christine:

Decatur Housing Authority actively engages in efforts to reduce and eliminate homelessness in our community and support CoC's efforts. This letter is to certify that the Decatur Housing Authority offers a preference to persons experiencing homelessness for certain designated permanent supportive housing units.

For eight units at Elmwood Apartments, eight units at Macon Street Apts., and eight units at Harbor Place, DHA provides Housing Choice Vouchers to eligible applicants who are homeless and referred by the CoC. These clients bypass DHA's HCV wait list and are given preference. Staff persons at the CoC's Homeward Bound document applicant eligibility, coordinate entry, complete specialized applications, and provide data to DHA for processing and approval. DHA provides expedited processing and issuance of HCV vouchers to these homeless applicants.

Sincerely,

James Alpi
Executive Director

Attachment 1C-8

2018 CoC Consolidated Application:

Centralized or Coordinated Assessment Tool

(Assessment Tools: VI-SPDAT for Single Adults and Families)

Decatur/Macon County CoC
IL-516

Vulnerability Index -

Service Prioritization Decision Assistance Tool

(VI-SPDAT)

Prescreen Triage Tool for Families

AMERICAN VERSION 2.0

COMMUNITY
SOLUTIONS

Welcome to the SPDAT Line of Products

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

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

VI-SPDAT Series

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

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

All versions are available online at

www.orgcode.com/products/vi-spdat/

SPDAT Series

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

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

Information about all versions is available online at

www.orgcode.com/products/spdat/

SPDAT Training Series

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

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

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

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

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

More information about SPDAT training, including pricing, is available online at

http://www.orgcode.com/product-category/training/spdat/

Administration

Interviewer's Name	Agency	☑ Team ☑ Staff ☑ Volunteer
Survey Date DD/MM/YYYY ____/____/_____	**Survey Time** __ __ : __ __	**Survey Location**

Opening Script

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

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

Basic Information

PARENT 1	First Name	Nickname	Last Name
	In what language do you feel best able to express yourself? _____		
	Date of Birth DD/MM/YYYY ____/____/_____	**Age** _____	**Social Security Number** _____ **Consent to participate** ☑ Yes ☐ No

☐ No second parent currently part of the household

PARENT 2	First Name	Nickname	Last Name
	In what language do you feel best able to express yourself? _____		
	Date of Birth DD/MM/YYYY ____/____/_____	**Age** _____	**Social Security Number** _____ **Consent to participate** ○ Yes ○ No

SCORE:

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

Children

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

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

3. *IF HOUSEHOLD INCLUDES A FEMALE:* Is any member of the ☐ Y ☐ N ☐ Refused
   family currently pregnant?

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

First Name	Last Name	Age	Date of Birth

IF THERE IS A SINGLE PARENT WITH 2+ CHILDREN, AND/OR A CHILD AGED 11 OR YOUNGER, AND/OR A CURRENT PREGNANCY, THEN SCORE 1 FOR **FAMILY SIZE**.	SCORE:
IF THERE ARE TWO PARENTS WITH 3+ CHILDREN, AND/OR A CHILD AGED 6 OR YOUNGER, AND/OR A CURRENT PREGNANCY, THEN SCORE 1 FOR **FAMILY SIZE**.	0

A. History of Housing and Homelessness

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

   ⦿ Shelters
   ○ Transitional Housing
   ○ Safe Haven
   ○ **Outdoors**
   ○ **Other (specify):** _____
   ○ **Refused**

IF THE PERSON ANSWERS ANYTHING OTHER THAN "SHELTER", "TRANSITIONAL HOUSING", OR "SAFE HAVEN", THEN SCORE 1.	SCORE:
	0

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

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

IF THE FAMILY HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1.	SCORE:
	0

B. Risks

8. In the past six months, how many times have you or anyone in your family...

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

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

    c) Been hospitalized as an inpatient?   _____ ☐ Refused

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

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

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

IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR **EMERGENCY SERVICE USE.**	SCORE:
	0

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

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

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **RISK OF HARM.**	SCORE:
	0

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

IF "YES," THEN SCORE 1 FOR **LEGAL ISSUES.**	SCORE:
	0

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

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

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **RISK OF EXPLOITATION.**	SCORE:
	0

C. Socialization & Daily Functioning

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

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

IF "YES" TO QUESTION 14 OR "NO" TO QUESTION 15, THEN SCORE 1 FOR **MONEY MANAGEMENT.**	SCORE: 0

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

IF "NO," THEN SCORE 1 FOR **MEANINGFUL DAILY ACTIVITY.**	SCORE: 0

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

IF "NO," THEN SCORE 1 FOR **SELF-CARE.**	SCORE: 0

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

IF "YES," THEN SCORE 1 FOR **SOCIAL RELATIONSHIPS.**	SCORE: 0

D. Wellness

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

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

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

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

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

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **PHYSICAL HEALTH.**	SCORE: 0

24. Has drinking or drug use by you or anyone in your family led your family to being kicked out of an apartment or program where you were staying in the past?   ☒ Y   ☒ N   ☒ Refused

25. Will drinking or drug use make it difficult for your family to stay housed or afford your housing?   ☒ Y   ☒ N   ☒ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **SUBSTANCE USE.**	SCORE: 0

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

    a) A mental health issue or concern?   ☒ Y   ☒ N   ☒ Refused

    b) A past head injury?   ☒ Y   ☒ N   ☒ Refused

    c) A learning disability, developmental disability, or other impairment?   ☒ Y   ☒ N   ☒ Refused

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

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **MENTAL HEALTH.**	SCORE: 0

28. *IF THE FAMILY SCORED 1 EACH FOR PHYSICAL HEALTH, SUBSTANCE USE, AND MENTAL HEALTH:* Does any single member of your household have a medical condition, mental health concerns, **and** experience with problematic substance use?   ☒ Y   ☒ N   ☒ N/A or Refused

IF "YES", SCORE 1 FOR **TRI-MORBIDITY.**	SCORE: 0

29. Are there any medications that a doctor said you or anyone in your family should be taking that, for whatever reason, they are not taking?   ☒ Y   ☒ N   ☒ Refused

30. Are there any medications like painkillers that you or anyone in your family don't take the way the doctor prescribed or where they sell the medication?   ☒ Y   ☒ N   ☒ Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR **MEDICATIONS.**	SCORE: 0

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

IF "YES", SCORE 1 FOR **ABUSE AND TRAUMA.**	SCORE: 0

E. Family Unit

32. Are there any children that have been removed from the   ☐ Y   ☐ N   ☐ Refused
family by a child protection service within the last 180 days?

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

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR **FAMILY LEGAL ISSUES.**	SCORE:
	0

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

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

36. *IF THERE ARE SCHOOL-AGED CHILDREN:* Do your children   ☐ Y   ☐ **N**   ☐ N/A or
attend school more often than not each week?   Refused

IF "YES" TO ANY OF QUESTIONS 34 OR 35, OR "NO" TO QUESTION 36, SCORE 1 FOR **NEEDS OF CHILDREN.**	SCORE:
	0

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

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

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR **FAMILY STABILITY.**	SCORE:
	0

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

40. After school, or on weekends or days when there isn't school, is the total time children
spend each day where there is no interaction with you or another responsible adult...

     a) 3 or more hours per day for children aged 13 or older?   ☐ **Y**   ☐ N   ☐ Refused

     b) 2 or more hours per day for children aged 12 or younger?   ☐ **Y**   ☐ N   ☐ Refused

41. *IF THERE ARE CHILDREN BOTH 12 AND UNDER & 13 AND OVER:*   ☐ **Y**   ☐ N   ☐ N/A or
Do your older kids spend 2 or more hours on a typical day   Refused
helping their younger sibling(s) with things like getting ready
for school, helping with homework, making them dinner,
bathing them, or anything like that?

IF "NO" TO QUESTION 39, OR "YES" TO ANY OF QUESTIONS 40 OR 41, SCORE 1 FOR **PARENTAL ENGAGEMENT.**	SCORE:
	0

Scoring Summary

DOMAIN	SUBTOTAL	RESULTS
PRE-SURVEY	0 /2	
A. HISTORY OF HOUSING & HOMELESSNESS	0 /2	**Score:** **Recommendation:**
B. RISKS	0 /4	0-3 no housing intervention
C. SOCIALIZATION & DAILY FUNCTIONS	0 /4	4-8 an assessment for Rapid Re-Housing
D. WELLNESS	0 /6	
E. FAMILY UNIT	0 /4	9+ an assessment for Permanent Supportive Housing/Housing First
GRAND TOTAL:	0 /22	

Follow-Up Questions

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

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

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

Appendix A: About the VI-SPDAT

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

The VI-SPDAT

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

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

The VI-SPDAT is a triage tool. It highlights areas of higher acuity, thereby helping to inform the type of support and housing intervention that may be most beneficial to improve long term housing outcomes. It also helps inform the order - or priority - in which people should be served. The VI-SPDAT does not make decisions; it informs decisions. The VI-SPDAT provides data that communities, service providers, and people experiencing homelessness can use to help determine the best course of action next.
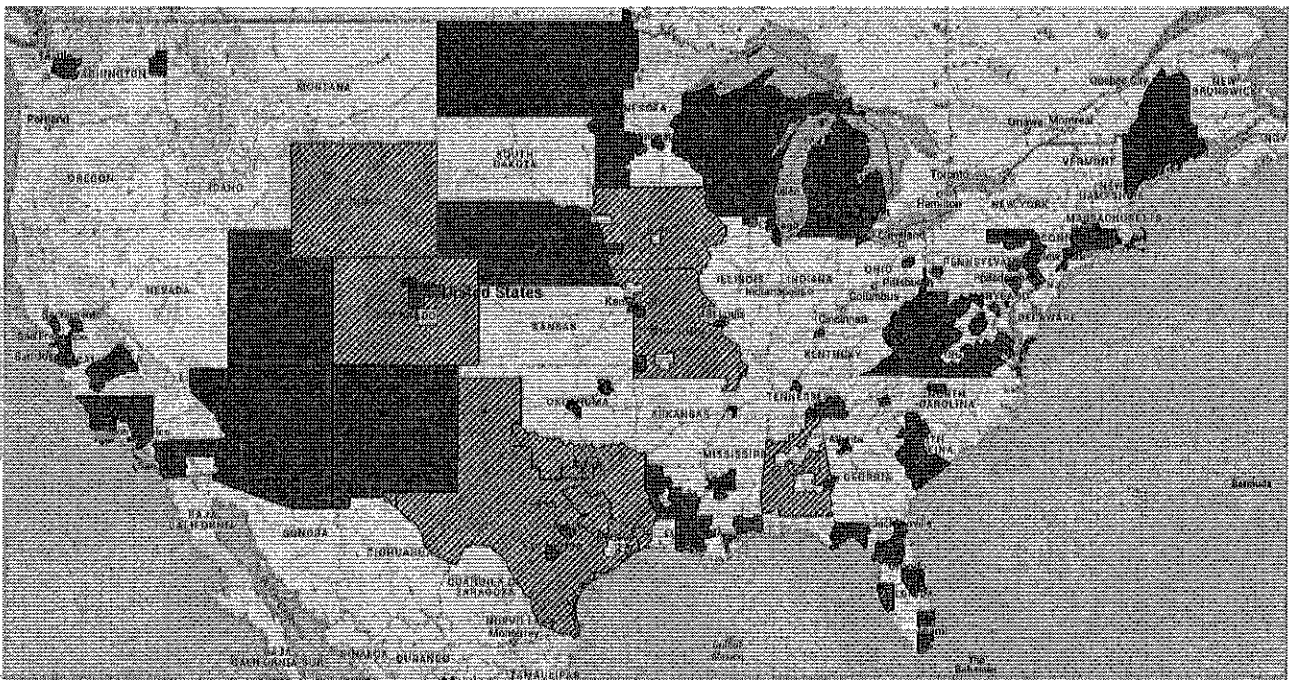
Version 2

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

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

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

Appendix B: Where the VI-SPDAT is being used in the United States

Since the VI-SPDAT is provided completely free of charge, and no training is required, any community is able to use the VI-SPDAT without the explicit permission of Community Solutions or OrgCode Consulting, Inc. As a result, the VI-SPDAT is being used in more communities than we know of. It is also being used in Canada and Australia.

A partial list of continua of care (CoCs) in the US where we know the VI-SPDAT is being used includes:

Alabama
- Parts of Alabama Balance of State

Arizona
- Statewide

California
- San Jose/Santa Clara City & County
- San Francisco
- Oakland/Alameda County
- Sacramento City & County
- Richmond/Contra Costa County
- Watsonville/Santa Cruz City & County
- Fresno/Madera County
- Napa City & County
- Los Angeles City & County
- San Diego
- Santa Maria/Santa Barbara County
- Bakersfield/Kern County
- Pasadena
- Riverside City & County
- Glendale
- San Luis Obispo County

Colorado
- Metropolitan Denver Homeless Initiative
- Parts of Colorado Balance of State

Connecticut
- Hartford
- Bridgeport/Stratford/Fairfield
- Connecticut Balance of State
- Norwalk/Fairfield County
- Stamford/Greenwich
- City of Waterbury

District of Columbia
- District of Columbia

Florida
- Sarasota/Bradenton/Manatee, Sarasota Counties
- Tampa/Hillsborough County
- St. Petersburg/Clearwater/Largo/Pinellas County
- Tallahassee/Leon County
- Orlando/Orange, Osceola, Seminole Counties
- Gainesville/Alachua, Putnam Counties
- Jacksonville-Duval, Clay Counties
- Palm Bay/Melbourne/Brevard County
- Ocala/Marion County
- Miami/Dade County
- West Palm Beach/Palm Beach County

Georgia
- Atlanta County
- Fulton County
- Columbus-Muscogee/Russell County
- Marietta/Cobb County
- DeKalb County

Hawaii
- Honolulu

Illinois
- Rockford/Winnebago, Boone Counties
- Waukegan/North Chicago/Lake County
- Chicago
- Cook County

Iowa
- Parts of Iowa Balance of State

Kansas
- Kansas City/Wyandotte County

Kentucky
- Louisville/Jefferson County

Louisiana
- Lafayette/Acadiana
- Shreveport/Bossier/Northwest
- New Orleans/Jefferson Parish
- Baton Rouge
- Alexandria/Central Louisiana CoC

Massachusetts
- Cape Cod Islands
- Springfield/Holyoke/Chicopee/Westfield/Hampden County

Maryland
- Baltimore City
- Montgomery County

Maine
- Statewide

Michigan
- Statewide

Minnesota
- Minneapolis/Hennepin County
- Northwest Minnesota
- Moorhead/West Central Minnesota
- Southwest Minnesota

Missouri
- St. Louis County
- St. Louis City
- Joplin/Jasper, Newton Counties
- Kansas City/Independence/Lee's Summit/Jackson County
- Parts of Missouri Balance of State

Mississippi
- Jackson/Rankin, Madison Counties
- Gulf Port/Gulf Coast Regional

North Carolina
- Winston Salem/Forsyth County
- Asheville/Buncombe County
- Greensboro/High Point

North Dakota
- Statewide

Nebraska
- Statewide

New Mexico
- Statewide

Nevada
- Las Vegas/Clark County

New York
- New York City
- Yonkers/Mount Vernon/New Rochelle/Westchester County

Ohio
- Toledo/Lucas County
- Canton/Massillon/Alliance/Stark County

Oklahoma
- Tulsa City & County/Broken Arrow
- Oklahoma City
- Norman/Cleveland County

Pennsylvania
- Philadelphia
- Lower Marion/Norristown/Abington/Montgomery County
- Allentown/Northeast Pennsylvania
- Lancaster City & County
- Bristol/Bensalem/Bucks County
- Pittsburgh/McKeesport/Penn Hills/Allegheny County

Rhode Island
- Statewide

South Carolina
- Charleston/Low Country
- Columbia/Midlands

Tennessee
- Chattanooga/Southeast Tennessee
- Memphis/Shelby County
- Nashville/Davidson County

Texas
- San Antonio/Bexar County
- Austin/Travis County
- Dallas City & County/Irving
- Fort Worth/Arlington/Tarrant County
- El Paso City and County
- Waco/McLennan County
- Texas Balance of State
- Amarillo
- Wichita Falls/Wise, Palo Pinto, Wichita, Archer Counties
- Bryan/College Station/Brazos Valley
- Beaumont/Port Arthur/South East Texas

Utah
- Statewide

Virginia
- Richmond/Henrico, Chesterfield, Hanover Counties
- Roanoke City & County/Salem
- Virginia Beach
- Portsmouth
- Virginia Balance of State
- Arlington County

Washington
- Seattle/King County
- Spokane City & County

Wisconsin
- Statewide

West Virginia
- Statewide

Wyoming
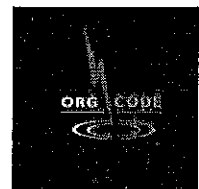- Wyoming Statewide is in the process of implementing

Vulnerability Index –

Service Prioritization Decision Assistance Tool

(VI-SPDAT)

Prescreen Triage Tool for Single Adults

AMERICAN VERSION 2.01

**COMMUNITY
SOLUTIONS**

Welcome to the SPDAT Line of Products

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

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

VI-SPDAT Series

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

Current versions available:

- VI-SPDAT V 2.0 for Individuals
- VI-SPDAT V 2.0 for Families
- VI-SPDAT V 1.0 for Youth

All versions are available online at

www.orgcode.com/products/vi-spdat/

SPDAT Series

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

Current versions available:

- SPDAT V 4.0 for Individuals
- SPDAT V 2.0 for Families
- SPDAT V 1.0 for Youth

Information about all versions is available online at

www.orgcode.com/products/spdat/

SPDAT Training Series

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

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

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

Current SPDAT training available:

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

Other related training available:

- Excellence in Housing-Based Case Management
- Coordinated Access & Common Assessment
- Motivational Interviewing
- Objective-Based Interactions

More information about SPDAT training, including pricing, is available online at

<u>http://www.orgcode.com/product-category/training/spdat/</u>

Administration

Interviewer's Name	Agency	⬭ Team ⬭ Staff ⬭ Volunteer
Survey Date	**Survey Time**	**Survey Location**
DD/MM/YYYY ___/___/_____	___ ___ ___ ___	

Opening Script

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

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

Basic Information

First Name	Nickname	Last Name

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

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

	SCORE:
IF THE PERSON IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1.	0

A. History of Housing and Homelessness

1. Where do you sleep most frequently? (check one)

○ Shelters
○ Transitional Housing
○ Safe Haven
○ **Outdoors**
○ **Other (specify):**
_____
○ **Refused**

IF THE PERSON ANSWERS ANYTHING OTHER THAN "SHELTER", "TRANSITIONAL HOUSING", OR "SAFE HAVEN", THEN SCORE 1.	SCORE: 0

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

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

IF THE PERSON HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1.	SCORE: 0

B. Risks

4. In the past six months, how many times have you...

   a) Received health care at an emergency department/room?   ___ ☐ Refused

   b) Taken an ambulance to the hospital?   ___ ☐ Refused

   c) Been hospitalized as an inpatient?   ___ ☐ Refused

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

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

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

IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR EMERGENCY SERVICE USE.	SCORE: 0

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

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

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **RISK OF HARM**.	SCORE: 0

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

IF "YES," THEN SCORE 1 FOR **LEGAL ISSUES.**	SCORE: 0

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

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

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **RISK OF EXPLOITATION.**	SCORE: 0

C. Socialization & Daily Functioning

10. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you owe them money? ☐ Y ☐ N ☐ Refused

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

IF "YES" TO QUESTION 10 OR "NO" TO QUESTION 11, THEN SCORE 1 FOR **MONEY MANAGEMENT.**	SCORE: 0

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

IF "NO," THEN SCORE 1 FOR **MEANINGFUL DAILY ACTIVITY.**	SCORE: 0

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

IF "NO," THEN SCORE 1 FOR **SELF-CARE.**	SCORE: 0

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

IF "YES," THEN SCORE 1 FOR **SOCIAL RELATIONSHIPS.**	SCORE: 0

D. Wellness

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

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

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

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

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

20. *FOR FEMALE RESPONDENTS ONLY:* Are you currently pregnant?   ☐ **Y**   ☐ N   ☐ N/A or Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **PHYSICAL HEALTH.**	SCORE: 0

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

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

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **SUBSTANCE USE.**	SCORE: 0

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

     a) A mental health issue or concern?   ☐ **Y**   ☐ N   ☐ Refused

     b) A past head injury?   ☐ **Y**   ☐ N   ☐ Refused

     c) A learning disability, developmental disability, or other impairment?   ☐ **Y**   ☐ N   ☐ Refused

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

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **MENTAL HEALTH.**	SCORE: 0

IF THE RESPONENT SCORED 1 FOR **PHYSICAL HEALTH** AND 1 FOR **SUBSTANCE USE** AND 1 FOR **MENTAL HEALTH**, SCORE 1 FOR **TRI-MORBIDITY.**	SCORE: 0

25. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking? ☐ Y ☐ N ☐ Refused

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

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR MEDICATIONS.	SCORE: 0

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

IF "YES", SCORE 1 FOR ABUSE AND TRAUMA.	SCORE: 0

Scoring Summary

DOMAIN	SUBTOTAL	RESULTS
PRE-SURVEY	0 /1	**Score: Recommendation:**
A. HISTORY OF HOUSING & HOMELESSNESS	0 /2	0-3: no housing intervention
B. RISKS	0 /4	4-7: an assessment for Rapid Re-Housing
C. SOCIALIZATION & DAILY FUNCTIONS	0 /4	
D. WELLNESS	0 /6	8+: an assessment for Permanent Supportive Housing/Housing First
GRAND TOTAL:	0 /17	

Follow-Up Questions

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

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

- military service and nature of discharge
- ageing out of care
- mobility issues

- legal status in country
- income and source of it
- current restrictions on where a person can legally reside

- children that may reside with the adult at some point in the future
- safety planning

Appendix A: About the VI-SPDAT

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

The VI-SPDAT

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

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

The VI-SPDAT is a triage tool. It highlights areas of higher acuity, thereby helping to inform the type of support and housing intervention that may be most beneficial to improve long term housing outcomes. It also helps inform the order - or priority - in which people should be served. The VI-SPDAT does not make decisions; it informs decisions. The VI-SPDAT provides data that communities, service providers, and people experiencing homelessness can use to help determine the best course of action next.
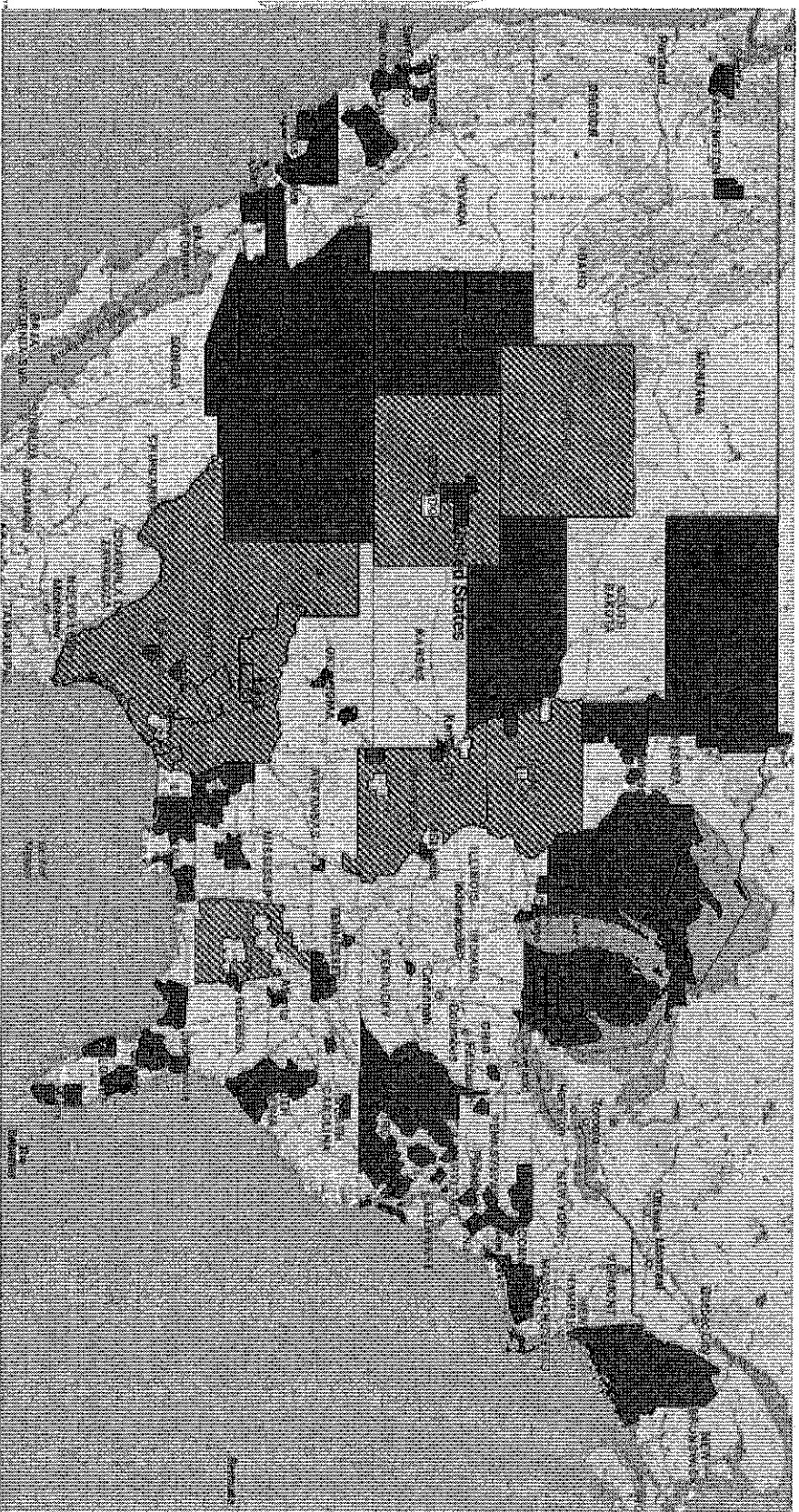
Version 2

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

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

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

1 (800) 355-0420   info@orgcode.com   www.orgcode.com   9

Appendix B: Where the VI-SPDAT is being used in the United States

Since the VI-SPDAT is provided completely free of charge, and no training is required, any community is able to use the VI-SPDAT without the explicit permission of Community Solutions or OrgCode Consulting, Inc. As a result, the VI-SPDAT is being used in more communities than we know of. It is also being used in Canada and Australia.

A partial list of continua of care (CoCs) in the US where we know the VI-SPDAT is being used includes:

Alabama
- Parts of Alabama Balance of State

Arizona
- Statewide

California
- San Jose/Santa Clara City & County
- San Francisco
- Oakland/Alameda County
- Sacramento City & County
- Richmond/Contra Costa County
- Watsonville/Santa Cruz City & County
- Fresno/Madera County
- Napa City & County
- Los Angeles City & County
- San Diego
- Santa Maria/Santa Barbara County
- Bakersfield/Kern County
- Pasadena
- Riverside City & County
- Glendale
- San Luis Obispo County

Colorado
- Metropolitan Denver Homeless Initiative
- Parts of Colorado Balance of State

Connecticut
- Hartford
- Bridgeport/Stratford/Fairfield
- Connecticut Balance of State
- Norwalk/Fairfield County
- Stamford/Greenwich
- City of Waterbury

District of Columbia
- District of Columbia

Florida
- Sarasota/Bradenton/ Manatee, Sarasota Counties
- Northwest
- Tampa/Hillsborough County
- St. Petersburg/Clearwater/ Largo/Pinellas County
- Tallahassee/Leon County
- Orlando/Orange, Osceola, Seminole Counties
- Gainesville/Alachua, Putnam Counties
- Jacksonville-Duval, Clay Counties
- Palm Bay/Melbourne/Brevard County
- Ocala/Marion County
- Miami/Dade County
- West Palm Beach/Palm Beach County

Georgia
- Atlanta County
- Fulton County
- Columbus-Muscogee/Russell County
- Marietta/Cobb County
- DeKalb County

Hawaii
- Honolulu

Illinois
- Rockford/Winnebago, Boone Counties
- Waukegan/North Chicago/ Lake County
- Chicago
- Cook County

Iowa
- Parts of Iowa Balance of State

Kansas
- Kansas City/Wyandotte County

Kentucky
- Louisville/Jefferson County

Louisiana
- Lafayette/Acadiana
- Shreveport/Bossier/ Northwest
- New Orleans/Jefferson Parish
- Baton Rouge
- Alexandria/Central Louisiana CoC

Massachusetts
- Cape Cod Islands
- Springfield/Holyoke/ Chicopee/Westfield/Hampden County

Maryland
- Baltimore City
- Montgomery County

Maine
- Statewide

Michigan
- Statewide

Minnesota
- Minneapolis/Hennepin County
- Northwest Minnesota
- Moorhead/West Central Minnesota
- Southwest Minnesota

Missouri
- St. Louis County
- St. Louis City
- Joplin/Jasper, Newton Counties
- Kansas City/Independence/ Lee's Summit/Jackson County
- Parts of Missouri Balance of State

Mississippi
- Jackson/Rankin, Madison Counties

North Carolina
- Winston Salem/Forsyth County
- Asheville/Buncombe County
- Greensboro/High Point

North Dakota
- Statewide

Nebraska
- Statewide

New Mexico
- Statewide

Nevada
- Las Vegas/Clark County

New York
- New York City
- Yonkers/Mount Vernon/New Rochelle/Westchester County

Ohio
- Toledo/Lucas County
- Canton/Massillon/Alliance/ Stark County

Oklahoma
- Tulsa City & County/Broken Arrow
- Oklahoma City
- Norman/Cleveland County

Pennsylvania
- Philadelphia
- Lower Marion/Norristown/ Abington/Montgomery County
- Allentown/Northeast Pennsylvania
- Lancaster City & County
- Bristol/Bensalem/Bucks County
- Pittsburgh/McKeesport/Penn Hills/Allegheny County

Rhode Island
- Statewide

South Carolina
- Charleston/Low Country
- Columbia/Midlands

Tennessee
- Chattanooga/Southeast Tennessee
- Memphis/Shelby County
- Nashville/Davidson County

Texas
- San Antonio/Bexar County
- Austin/Travis County
- Dallas City & County/Irving
- Fort Worth/Arlington/Tarrant County
- El Paso City and County
- Waco/McLennan County
- Texas Balance of State
- Amarillo
- Wichita Falls/Wise, Palo Pinto, Wichita, Archer Counties
- Bryan/College Station/Brazos Valley
- Beaumont/Port Arthur/South East Texas

Utah
- Statewide

Virginia
- Richmond/Henrico, Chesterfield, Hanover Counties
- Roanoke City & County/Salem
- Virginia Beach
- Portsmouth
- Virginia Balance of State
- Arlington County

Washington
- Seattle/King County
- Spokane City & County

Wisconsin
- Statewide

West Virginia
- Statewide

Wyoming
- Wyoming Statewide is in the process of implementing

Attachment 1E-1

2018 CoC Consolidated Application:

Objective Criteria – Rate, Rank, Review and Selection Criteria

(Evidence of Rating, Ranking, Reviewing and Selection Criteria)

Decatur/Macon County CoC
IL-516

NAVIGATION

GO Customize Threshold Requirements

GO Customize Renewal/Expansion Project Rating Tool

GO Customize New Project Rating Tool

CUSTOMIZE NEW AND RENEWAL/EXPANSION PROJECT THRESHOLD REQUIREMENTS

CoC Threshold Requirements

(Delete the X in the box next to any requirements you do not wish to include.)

[The first five requirements are process either as Threshold Req

X	Coordinated Entry Participation
X	Housing First and/or Low Barrier Implementation
X	Documented, secured minimum match
	Project has reasonable costs per permanent housing exit, as defined locally
	Project is financially feasible
X	Applicant is active CoC participant
X	Application is complete and data are consistent
	Data quality at or above 90%
	Bed/unit utilization rate at or above 90%
	Acceptable organizational audit/financial review
	Documented organizational financial stability

CUSTOMIZE RENEWAL/EXPANSION PROJECT RATING TOOL

Using the drop-down menu on the left customize rating factors for each project type or delete the type to view all factors at once.

Delete the X in the box besides any rating factor you do not wish to include. If desired, adjust the factor/goal and point value for each measure. You can add additional locally-defined criteria below. See Data Source Chart for information about where to obtain data to use in scoring.

Performance Measures

Length of Stay

		Factor/Goal		Max Point Value	
X	RRH - On average, participants spend XX days from project entry to residential move-in	15	days	20	points
X	PSH - On average, participants stay in project XX days	180	days	20	points
X	TH - On average, participants stay in project XX days	180	days	20	points

Exits to Permanent Housing

X	RRH - Minimum percent move to permanent housing	90	%	25	points

[X] PSH - Minimum percent remain in or move to permanent housing — 90 % — 25 points

[X] TH - Minimum percent move to permanent housing — 90 % — 25 points

Returns to Homelessness (if data is available for project)

[X] RRH - Maximum percent of participants return to homelessness within 12 months of exit to permanent housing — 15 % — 15 points

[X] PSH - Maximum percent of participants return to homelessness within 12 months of exit to permanent housing — 15 % — 15 points

[X] TH - Maximum percent of participants return to homelessness within 12 months of exit to permanent housing — 15 % — 15 points

New or Increased Income and Earned Income

[X] RRH - Minimum new or increased earned income for project stayers — 8 % — 10 points

[X] PSH - Minimum new or increased earned income for project stayers — 8 % — 10 points

[X] TH - Minimum new or increased earned income for project stayers — 8 % — 10 points

[X] RRH - Minimum new or increased non-employment income for project stayers — 10 % — 10 points

[X] PSH - Minimum new or increased non-employment income for project stayers — 10 % — 10 points

[X] TH - Minimum new or increased non-employment income for project stayers — 10 % — 10 points

[ ] RRH - Minimum new or increased earned income for project leavers

[ ] PSH - Minimum new or increased earned income for project leavers

[ ] TH - Minimum new or increased earned income for project leavers

[ ] RRH - Minimum new or increased non-employment income for project leavers

[ ] PSH - Minimum new or increased non-employment income for project leavers

[ ] TH - Minimum new or increased non-employment income for project leavers

Serve High Need Populations   (select from drop-down menu)

[X] APR data on ≥ 50% disability/zero income/unsheltered

[X] RRH - Minimum percent of participants with zero income at entry — 50 % — 10 points

[X] RRH - Minimum percent of participants with more than one disability — 50 % — 10 points

[X] RRH - Minimum percent of participants entering project from place not meant for human habitation — 50 % — 10 points

[X] PSH - Minimum percent of participants with zero income at entry — 80 % — 10 points

[X] PSH - Minimum percent of participants with more than one disability — 75 % — 10 points

[X] PSH - Minimum percent of participants entering project from place not meant for human habitation — 75 % — 10 points

[X] TH - Minimum percent of participants with zero income at entry — 50 % — 10 points

[X] TH - Minimum percent of participants with more than one disability — 50 % — 10 points

[X] TH - Minimum percent of participants entering project from place not meant for human habitation — 50 % — 10 points

CUSTOMIZE RATING CRITERIA

Project Effectiveness

☐	RRH - Project has reasonable costs per permanent housing exit as defined locally	
☐	PSH - Project has reasonable costs per permanent housing exit as defined locally	
☐	TH - Project has reasonable costs per permanent housing exit as defined locally	
☒	RRH - Coordinated Entry Participation- Minimum percent of entries to project from CE referral (or alternative system for DV projects)	95 %	20 points
☒	PSH - Coordinated Entry Participation- Minimum percent of entries to project from CE referral (or alternative system for DV projects)	95 %	20 points
☒	TH - Coordinated Entry Participation- Minimum percent of entries to project from CE referral (or alternative system for DV projects)	95 %	20 points
☒	RRH - Housing First and/or Low Barrier Implementation - CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures	Yes	10 points
☒	PSH - Housing First and/or Low Barrier Implementation - CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures	Yes	10 points
☒	TH - Housing First and/or Low Barrier Implementation - CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures	Yes	10 points

Other and Local Criteria

		(select from drop-down menu)	
	CoC Monitoring Score	Project is operating in conformance with CoC Standards	
☒	Data quality at aor above 95%	95%	10 points
☒	Bed/unit utilization rate is at or above 90%	90%	10 points

Total Maximum Score

RRH projects: ▓▓▓ points
PSH projects: ▓▓▓ points
TH projects: ▓▓▓ points

CUSTOMIZE NEW PROJECT RATING TOOL

Experience

Factor/Goal   **Max Point Valu**

☒   A. Describe the experience of the applicant and sub-recipients (if any) in working with the proposed population and in providing housing similar to that proposed in the application.   15 points

☒   B. Describe experience with utilizing a Housing First approach. Include 1) eligibility criteria; 2) process for accepting new clients; 3) process and criteria for exiting clients. Must demonstrate there are no preconditions to entry, allowing entry regardless of current or past substance abuse, income, criminal records (with exceptions of restrictions imposed by federal, state, or local law or ordinance), marital status, familial status, actual or perceived sexual orientation, gender identity. Must demonstrate the project has a process to address situations that may jeopardize housing or project assistance to ensure that project participation is terminated in only the most severe cases.   10 points

C. Describe experience in effectively utilizing federal funds including HUD grants and other public funding, including satisfactory drawdowns and performance for

[X] existing grants as evidenced by timely reimbursement of subrecipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants.

5 __ points

Design of Housing & Supportive Services

[X] A. Extent to which the applicant 1) Demonstrates understanding of the needs of the clients to be served. 2) Demonstrates that type, scale, and location of the housing fit the needs of the clients to be served. 3) Demonstrates that type and scale of the all supportive services, regardless of funding source, meets the needs of clients to be served. 4) Demonstrates how clients will be assisted in obtaining mainstream benefits. 5) Establishes performances measures for housing and income that are objective, measurable, trackable and meet or exceed any established HUD or CoC benchmarks.

15 __ points

[X] B. Describe the plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.

5 __ points

[X] C. Describe how clients will be assisted to increase employment and/or income and to maximize their ability to live independently.

5 __ points

Timeliness

[X] A. Describe plan for rapid implementation of the program, documenting how the project will be ready to begin housing the first program participant. Provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.

10 __ points

Financial

[X] A. Project is cost-effective when projected cost per person served is compared to CoC average within project type.

5 __ points

B. Organization's most recent audit:

[X] 1. Found no exceptions to standard practices

5 __ points

[X] 2. Identified agency as "low risk"

5 __ points

[X] 3. Indicates no findings

5 __ points

[X] C. Documented match amount meets HUD requirements.

5 __ points

[X] D. Budgeted costs are reasonable, allocable, and allowable.

20 __ points

Project Effectiveness

[X] Coordinated Entry Participation- Minimum percent of entries projected to come from CE referrals

95 __ %

Other and Local Criteria

CUSTOMIZE RATING CRITERIA

All projects: [ ] 115 points

Total Maximum Score

Attachment 1E-3

2018 CoC Consolidated Application:

Public Posting – Local Competition

(Evidence of Local Competition Rating, Ranking, Reviewing and Selection Criteria)

Decatur/Macon County CoC
IL-516

NEWS AND UPDATES

Sharing DeWitt County's TRIAD Senior Academy Schedule

Read More »

July 27, 2018 | 1 Attachment

Public Notice from the Decatur-Macon County continuum of Care

FY 2018 Continuum of Care Application Objective Selection and Ranking of Projects
Read More »

July 27, 2018 | 1 Attachment

Dine to Donate Night!

Texas Roadhouse on July 19th! See you there!
Read More »

July 11, 2018 | 1 Attachment

Notification and Solicitation Availability of Grants for Homelessness

The Macon County Continuum of Care (CoC) announces the availability of

UPCOMING EVENTS

Food Pantry

803 West Leander Street, Clinton, IL, United States
View Calendar »

August 21st 10:00 am - 2:00 pm

Dove's Children's Clothing Room

Prairie Avenue Christian Church, 2201 E Prairie St, Decatur, IL 62521, USA
View Calendar »

August 21st 1:00 pm - 2:00 pm

MAX

First United Methodist Church of Decatur, 201 W North St, Decatur, IL 62522, USA
View Calendar »

August 21st 1:00 pm - 3:00 pm

10:23 AM
8/21/2018

Reply | ✓   Delete   Junk | ✓   ···   ✕

Public Notice

Mary Miller <mmiller@doveinc.org>
Fri 7/27, 10:37 AM
Alice Moorehead <amoorehead@doveinc.org>; +68 more ✓

Work with FRED – HUD/Dove

You replied on 7/27/2018 12:50 PM.

Public Notice – Project S...   ✓
441 KB

✓ Show all 1 attachments (441 KB)   Download   Save to OneDrive – Millikin University

Mary Miller, Administrative Specialist

Dove Inc.

Office Location: Mailing Address:
788 E. Clay   302 S. Union

FY 2018 Continuum of Care Application
Objective Selection and Ranking of Projects

This Public Notice complies with the Notice of Funding Availability (NOFA) for the FY 2018 Continuum of Care Program Competition FR-6200-N-25, at Section VI E 1 b (1).

Projects are selected and ranked by the CoC's Ranking Committee, which consists of persons who are not connected with any funded agencies or funded projects.

The CoC uses the **HUD FY 2018 Project Rating and Ranking Tool.** This Project Rating and Ranking Tool is an optional tool that can be used by CoCs to evaluate projects and set ranking priorities within the CoC. It uses objective, performance-based scoring criteria and selection priorities that are approved by the CoC to determine the extent to which each project addresses HUD's policy priorities. We customized features to employ rating factors that are most relevant to our CoC and the priorities our CoC has adopted to inform system (re)design. The customization is shown on pages 3-5.

The tool can be viewed at https://www.hudexchange.info/resources/documents/project-rating-and-ranking-tool.xlsb.

In addition to the **HUD FY 2018 Project Rating and Ranking Tool**, this CoC provided an alternate method for projects submitted by victim services organizations (page 2).

Selection & Ranking for Projects Submitted by Victim Services Providers

Restrictions are in place that protect privacy and foster safety for victims of domestic violence, sexual assault, stalking, dating violence, and human trafficking. These restrictions prohibit the sharing of data that is used to select and rank projects that are submitted by organizations that do not serve victims of these crimes.

Therefore the CoC Ranking Committee has developed this alternate system of selecting and ranking projects submitted by victim service providers.

Project Selection
The Ranking Committee selects projects submitted by victim services providers based on the following criteria:
1. Projects and applicants must meet threshold requirements as required by HUD and the CoC.
2. Projects must serve eligible populations.
3. Projects must be eligible for funding as new or renewal projects, as defined by HUD for the specific CoC competition year.
4. Project expenditures must consist of eligible costs.
5. Projects must adhere to principles of victim safety in all policies and practices, including at a minimum (a) victim-centered services, (b) client choice, and (3) protection of individual data.

Projects meeting the above criteria are selected and ranked.

Ranking Process
The Ranking Committee reviews projects submitted by victim services providers and assigns them to rankings in the CoC Project Priority Listing. It takes the following factors into consideration:
- Demonstration of need
- Demonstration of ability to address the need effectively
- Number of persons served
- Use of research-based practices
- Realistic and achievable goals
- Cost per client
- Internal evaluations conducted by or for the grantee
- Positive feedback on client satisfaction surveys
- Positive relationships with local networks, including (a) health care; (b) law enforcement and criminal justice; (c) CoC; (d) human services; (e) advocacy groups; and (f) education
- Standing with state and national associations
- Other factors relevant to the type of project proposed

After considering the above factors, the Ranking places each project in appropriate order in the CoC rankings.

Attachment 1E-4

2018 CoC Consolidated Application:

CoC's Process for Reallocating

(Evidence of CoC's Process for Reallocating)

Decatur/Macon County CoC
IL-516

Reallocation Process
CoC IL-516

The Decatur/Macon County CoC (IL-516) has a vigorous project monitoring system which drives our reallocation decision-making process.

In early 2017, the CoC Governing Board developed and implemented an ESG monitoring tool that was applied to all CoC and ESG projects. Since that time, student interns from Millikin University have conducted ongoing monitoring for all projects.

This tool monitors for utilization rates, housing stability, eligibility, length of homelessness, destination at exit, income growth, and mainstream benefits. Program compliance with HUD CoC regulations was integrated into the monitoring tool. The interns reviewed APR submissions for timeliness and accuracy, and inspected documentation of draws from eLOCCS.

Results of monitoring are reported to the CoC Governing Board, who then makes the determination if any projects are low-performing or are addressing needs that are no longer high-priority concerns in our area.

This year, the Governing Board agreed to approve the reallocation of funds from a program that was no longer high-performing and meeting the critical, high-priority needs of those served. Specifically, it is proposed that 100% of funds from the TH Leasing project be reallocated to a New Joint TH to PH-RRH project.

In past years the Board has made tough decisions such as (1) reallocating a large portion of the only transitional housing project in order to create a new RRH project and target the remaining TH units to domestic violence; and (2) concurring in a state-level recommendation to withdraw ESG funding from a large shelter due to compliance issues.

Attachment 1E-5

2018 CoC Consolidated Application:

Notification outside of e-snaps – Projects Accepted

(Evidence of projects accepted outside of e-snaps)

Decatur/Macon County CoC
IL-516

Projects Selected for Ranking

Mary Garrison

Tue 8/7/2018 8:26 AM

To:cgregory@doveinc.org <cgregory@doveinc.org>; 'jalpi@decaturhousing.com' <jalpi@decaturhousing.com>;

Cc:Mary Garrison <mgarrison@millikin.edu>;

Importance: High

Dear Christine and Jim:

This notice complies with HUD requirements at Section 1E-5 of the CoC Application. This is your formal notification that the following projects were selected for ranking and submission to HUD in the FY 2018 Continuum of Care competition.

Selected Projects:

- **Decatur Housing Authority**
  - CH Leasing 07
  - Decatur CoC Rental Project
- **Dove, Inc.**
  - CH Leasing 13
  - Decatur RRH
  - DVP Housing
  - HL Leasing 10
  - Homeward Bound
  - Joint TH and PH-RRH
  - Macon County HMIS
  - Permanent Housing Consolidation
  - Permanent Housing Leasing

No projects were reduced or rejected. One project was reallocated: Dove, Inc. Transitional Housing Leasing.

Thank you,

Mary E. Garrison, Chair
Selection and Ranking Committee
Decatur Macon County Continuum of Care

Mary E. Garrison, LCSW, ACSW
Professor of Social Work
Millikin University
1184 W. Main Street
423D Shilling Hall
Decatur, IL 62522
mgarrison@millikin.edu
217-424-5074

Attachment 1E-5a

2018 CoC Consolidated Application:

Notification outside of e-snaps – Projects Rejected or Reduced

(Evidence of projects rejected or reduced outside of e-snaps)

Decatur/Macon County CoC
IL-516

Projects Selected for Ranking

Mary Garrison

Tue 8/7/2018 8:26 AM

To:cgregory@doveinc.org <cgregory@doveinc.org>; 'jalpi@decaturhousing.com' <jalpi@decaturhousing.com>;

Cc:Mary Garrison <mgarrison@millikin.edu>;

Importance: High

Dear Christine and Jim:

This notice complies with HUD requirements at Section 1E-5 of the CoC Application. This is your formal notification that the following projects were selected for ranking and submission to HUD in the FY 2018 Continuum of Care competition.

Selected Projects:

- Decatur Housing Authority
    - CH Leasing 07
    - Decatur CoC Rental Project
- Dove, Inc.
    - CH Leasing 13
    - Decatur RRH
    - DVP Housing
    - HL Leasing 10
    - Homeward Bound
    - Joint TH and PH-RRH
    - Macon County HMIS
    - Permanent Housing Consolidation
    - Permanent Housing Leasing

No projects were reduced or rejected. One project was reallocated: Dove, Inc. Transitional Housing Leasing.

Thank you,

Mary E. Garrison, Chair
Selection and Ranking Committee
Decatur Macon County Continuum of Care

Mary E. Garrison, LCSW, ACSW
Professor of Social Work
Millikin University
1184 W. Main Street
423D Shilling Hall
Decatur, IL 62522
mgarrison@millikin.edu
217-424-5074

Attachment 1E-5b

2018 CoC Consolidated Application:

Public Posting - Local Competition Deadline

(Evidence of local competition deadline)

Decatur/Macon County CoC
IL-516

NOW
Decatur

WEATHER
AG

LIFE
PHOTOS

DECATUR OPT-IN
PODCASTS

78.8 °F

Grants Available for Programs Targeting Homelessness

Posted on July 6, 2018 by Joe Deacon

July 6 – The Macon County Continuum of Care is accepting applications seeking grants for programs striving to reduce and prevent homelessness.

The CoC announced the availability of the grants being awarded through the Department of Housing and Urban Development's 2018 Continuum of Care competition. The deadline to submit applications is 5 p.m. on July 23.

Organizations that have not received CoC funding previously are encouraged to apply, and organizations with a history of serving victims of domestic abuse are urged to seek Domestic Violence Bonus funds. Under the Domestic Violence Bonus, organizations may apply for targeted projects serving victims of domestic violence, sexual assault, stalking, and/or trafficking.

Interested organizations are encouraged to contact the CoCa and read the full Notice of Funding Availability (download here) before applying. Critical instructions and guidance from HUD can be found by clicking here.

The CoC will review proposals to assure they meet HUD requirements. Projects that demonstrate need and organizational requirements will be prioritized objectively.

Individuals, for-profit organizations, and unincorporated entities are not eligible. Only three types of projects will be considered: Rapid Rehousing; Permanent Supportive Housing for persons with disabilities who experience long-term or repeated homelessness; and Joint Transitional Housing and Permanent Housing/Rapid Rehousing.

MORE NEWS

Grants Available for Programs Targeting Homelessness

Heroes Hall Set to Open this Weekend at the Children's Museum of Illinois

The Little Theater Debuts an All Original Musical for Kids

Auto Voter Registration Now Under Way in Illinois

Applications Sought for Governors Hometown Awards

Mosquito Control Efforts Planned for Decatur

Arrested in Macon County for Pot in 2001, Man Campaigns for Reform in 2018

Expert Says High Temps Expected in July After a Hot, Wet June

One Dead, One Hospitalized in Overnight Shootings

Stay Safe by Leaving Fireworks to Trained Pros

LATEST PHOTOS

10th Annual
ESPNDecatur ESPYs
(Photos)

Office 365

Search Mail and People

Folders

Favorites
Inbox
Sent Items
Drafts
Deleted Items
Junk Email
Dove CEU Pro
Good Samarit
Journal Articl
Kennedy Foru
Big Blue Back
2017-2018 PIT
NASW Ethics
CIT Training
2017-2018 HSC
Cabinet

Reply | ∨   Delete   Junk | ∨   •••   ✕

HSAC Homelessness Notification and Solicitation Notice

LK   Lori Kunkel <lkunkel@uwdecatur.org>   ⤷ Reply | ∨
Mon 7/9/2018 8:01 AM
To: Lori Kunkel <lkunkel@uwdecatur.org>

Inbox

Macon County Notificati...   ∨
17 KB

⌄ Show all 1 attachments (17 KB)   Download   Save to OneDrive - Millikin University

Please see attached Notification of Availability of Grants for Homelessness.

Thank you!

Mary

Mary E. Garrison, LCSW, ACSW
Professor of Social Work
Millikin University
1184 W. Main Street
423D Shilling Hall
Decatur, IL 62522

Undo

olicitation Notice   3 ∨

⤷ | ∨

g>
notices have gone out at this time.   Today 8:04 AM

⤷ Reply | ∨

neDrive - Millikin University

Grants for Homelessness.

5:11 PM
7/9/2018

Dove, Inc.

Working for justice, equality, and understanding among all people

Home   Programs ▾   Get Involved ▾   Information ▾   Contact Us

NOTIFICATION AND SOLICITATION AVAILABILITY OF GRANTS FOR HOMELESSNESS

Notification and Solicitation

Availability of Grants for Homelessness

Date: July 6, 2018

The Macon County Continuum of Care (CoC) announces the availability of grants to prevent and end homelessness through the United States Department of Urban Development's "Notice of Funding Availability (NOFA) for the Fiscal Year 2018 Continuum of Care Competition." The CoC is open to, and it will accept and consider proposals from organizations that have not previously received CoC Program Grants.

Dove, Inc.

Like | Follow | + Create Fundraiser | ...

Donate | Send Message

Like | Comment | Share

Dove, Inc.
Yesterday at 10:13 AM ·

The Macon County Continuum of Care (CoC) announces the availability of grants to prevent and end homelessness through the United States Department of Urban Development's "Notice of Funding Availability (NOFA) for the Fiscal Year 2018 Continuum of Care Competition." Please link Dove's website for the announcement.
http://www.doveinc.org/.../Macon_County_Notification_and_Soli...

www.doveinc.org
DOVEINC.ORG

Like | Comment | Share

3

2 Shares

Write a comment...

Dove, Inc.
July 4 at 10:34 AM ·

Dove, Inc.
@doveincdecatur

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Info and Ads

Search for posts on this Page

English (US) · Español · Português (Brasil) · Français (France) · Deutsch +

Turn on Active Status to see who's available.

Notification and Solicitation
Availability of Grants for Homelessness

Date: July 6, 2018

The Macon County Continuum of Care (CoC) announces the availability of grants to prevent and end homelessness through the United States Department of Urban Development's "Notice of Funding Availability (NOFA) for the Fiscal Year 2018 Continuum of Care Competition." The CoC is open to, and it will accept and consider proposals from organizations that have not previously received CoC Program Grants.

> *Applications must be submitted electronically to the Macon Country Continuum of Care (IL-516) using e-snaps* **by July 23, 2018 at 5pm.** *See instructions below.*

> *The CoC will notify applicants of acceptance, rejection, or modification of their projects no later than* **August 6, 2018**

Organizations that have not received CoC funding in the past are encouraged to apply. All interested organizations are urged to contact the CoC and read the NOFA in its entirely **before** submitting an application. Select this link to download the NOFA. Select this link to access critical instructions and guidance from a HUD website.

Organizations with track records of serving victims of domestic violence are especially urged to consider applying for Domestic Violence Bonus funds (see below). Please contact the CoC for assistance.

Please understand that HUD has specific requirements for applicants, including:

- The Continuum of Care will carefully review the qualifications of the applicant and the proposed project to assure that they meet HUD's threshold requirements.
- Projects that (1) are eligible; and (2) that meet HUD's threshold requirements; and (3) that demonstrate need; and (4) that demonstrate organizational capacity, will be accepted and ranked in priority order using an objective process. The ranking process will be posted on this website.
- Individuals, for-profit organizations, and unincorporated entities are not eligible to apply.
- Under the Domestic Violence Bonus, organizations may apply for targeted projects serving victims of domestic violence, sexual assault, stalking, and/or trafficking. These projects may be: Rapid Rehousing; Joint Transitional Housing and Permanent Housing/Rapid Rehousing; and specialized Coordinated Entry.
- Only three types of projects are eligible: Rapid Rehousing; Permanent Supportive Housing for persons with disabilities who experience long-term or repeated homelessness; and Joint Transitional Housing and Permanent Housing/Rapid Rehousing. The NOFA provides details on each of these.
- Applicant organizations must use the e-snaps system to submit their proposals. If interested, you are strongly urged to create an "Applicant Profile" in e-snaps immediately. Select this link to access the log-in page for *e-snaps*. If you do not have an *e-snaps* user account, select "Create a Profile" from the *e-snaps* log-in page. The CoC will provide assistance with this step upon request.

Contact Mary Garrison, mgarrison@millikin.edu for more information.

Attachment 2A-1

2018 CoC Consolidated Application:

CoC and HMIS Lead Governance

(CoC and HMIS Governance Agreement)

Decatur/Macon County CoC
IL-516

MACON COUNTY

Continuum of Care

A consortium of agencies serving the homeless population in the Macon County Area.

Operating Procedures

Macon County Continuum of Care
Operating Procedures

Continuum of Care (HUD definition)
A Continuum of Care is a collaborative funding and planning approach that helps communities plan for and provide, as necessary, a full range of emergency, transitional, and permanent housing and other service resources to address the various needs of homeless persons. HUD also refers to the group of community stakeholders involved in the decision-making processes as the "Continuum of Care."

These Operating Procedures describe the name, purpose and structure of the Macon County Continuum of Care.

The name is the Macon County Continuum of Care. Its purpose is to reduce homelessness in Macon County, Illinois.

The Macon County Continuum of Care's geographic area is CoC IL-516, consisting of all of Macon County, Illinois.

Its structure consists of four entities: (1) the Governing Board; (2) the Collaborative Applicant; (3) Project Applicant(s) and (4) the Homeless Advisory Council.

I. Functions

A. **Compliance.** The Macon County Continuum of Care shall function in compliance with 24 CFR part 578.5(b):

1. **Representation.** Representatives from relevant organizations within a Macon County shall carry out the duties of 24 CFR part 578.5(b). Relevant organizations include nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans and homeless and formerly homeless individuals.

2. **Responsibilities.** The Macon County Continuum of Care shall be responsible for the following functions:

   a. **Regular meetings.** Holding meetings of the full membership, with published agendas, at least semiannually.

   b. **Invitation for new members.** Issuing a public invitation for new members from within the CoC's geographic area at least annually.

   c. **Board selection.** Adopting and following the written process to select a CoC board to as described in Section II.

   d. **Complying with HMIS requirements as prescribed by HUD,**

   e. **Monitoring.** Monitoring recipient and subrecipient performance, evaluate outcomes, and take action against poor performers.

   f. **Evaluation.** Establishing performance targets appropriate for population and program type in consultation with recipients and subrecipients, then monitoring recipient and subrecipient performance, evaluating outcomes, and taking actions against poor performers.

   g. **Centralized or Coordinated Assessment.** Establishing and operating the coordinated entry system, in consultation with the recipients of Emergency Solutions Grants program funds.

   h. **Written Standards.** Establishing and consistently following written standards for providing CoC assistance, in consultation with the recipients of Emergency Solutions Grants program funds.

   i. **Planning.** Coordinating and implementing a housing and service system to meet the needs of the homeless population and subpopulations within its geographic area.

j. **Point-in-Time Count.** Planning for and conducting an annual point-in-time count of homeless persons within Macon County.

k. **Gaps Analysis.** Conducting an annual gaps analysis of the homeless needs and services available within its geographic area, which includes a housing inventory. This shall be conducted by the Strategic Planning Committee.

l. **Consolidated Plan.** Providing information required to complete the Consolidated Plan for the City of Decatur, Illinois.

m. **ESG Consultation.** Consulting with State and local government ESG recipients within its geographic area with respect to the plan for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and subrecipients.[1]

3. **HMIS.** The Macon County Continuum of Care shall be accountable for the Homeless Management Information System, including the following functions:

a. **HMIS.** Designating a single HMIS for its geographic area.

b. **HMIS Lead.** Designating a single eligible applicant to serve as the HMIS lead to manage the HMIS. Eligible applicants include nonprofits, State or local governments, or instrumentalities of State or local governments.[2]

c. **HMIS Compliance.** Ensuring that the HMIS is administered in compliance with requirements prescribed by HUD.

d. **Privacy, security, and data quality.** Reviewing, revising, and approving an HMIS privacy plan, security plan, and data quality plan.

e. **HMIS participation.** Ensuring the consistent participation of recipients and subrecipients in the HMIS.

4. **Annual Application.** The Macon County Continuum of Care shall prepare and oversee the development and submission of an annual application for CoC program funds.

a. **Funding Priorities.** Establishing priorities for funding projects in its geographic area.

b. **Application Development.** Designing, operating, and following a collaborative process for developing applications.

---

[1] The Salvation Army is the only current ESG recipient in the CoC's geographic area.
[2] Dove Inc. is the current HMIS Lead.

     c. **Approval.** Approving the submission of applications in response to a NOFA published by HUD in concert with the funding priorities and plan adopted by the CoC.

     d. **Eligibility.** Ensuring that eligible applicants submit all project applications.

5.   The following sections describe specific operating procedures and assignments of responsibilities among the entities that together comprise the Macon County Continuum of Care.

II. The Governing Board

A. Membership

1. **Members.** The Governing Board consists of the following Member Organizations and homeless or formerly homeless person: the City of Decatur Department of Economic and Urban Development; the Community Investment Corporation of Decatur; the Decatur Housing Authority; the Decatur Macon County Opportunities Corporation; Dove, Inc.; Heritage Behavioral Health Center; Millikin University; the Macon-Piatt Regional Office of Education the Salvation Army; Good Samaritan Inn; and Crossing Healthcare Center.

2. **MOU.** Each Member Organization will sign a yearly MOU defining their role and responsibilities to the Continuum of Care.

3. **Selection.** Member Organizations may be added or removed by a majority vote of all members of the Governing Board.

4. **Representation.** Each Member Organization is represented by its CEO/Lead Executive. In the absence of the CEO/Lead Executive, he or she may designate an individual to represent and speak on behalf of the Member Organization.

5. **Homeless or Formerly Homeless.** The homeless or formerly homeless person is a resident of Macon County and full voting member.

6. **Ex-Officio Member.** The Chair of the Homeless Advisory Council serves as an ex-officio non-voting member of the Governing Board.

B. Functions

1. **Primary Responsibility.** The Governing Board is the primary decision making body for the Macon County Continuum of Care.

2. **Oversight.** The Governing Board establishes protocol, guidelines and eligibility requirements for Continuum of Care applicant funded programs.

3. **Designation of Collaborative Applicant.** The Governing Board designates one Member Organization to serve as Collaborative Applicant for the HUD Continuum of Care application process.[3]

4. **Authorization to Speak.** The Governing Board authorizes persons to speak on behalf of the Macon County Continuum of Care.

5. **Planning and Action Steps.** The Governing Board conducts strategic planning to reduce homelessness and establishes annual action steps.

6. **System Monitoring.** The Governing Board monitors progress toward national and local objectives.

---

[3] Dove Inc. is the current Collaborative Applicant.

a. **Frequency.** On a quarterly basis, the Governing Board reviews progress toward objectives and action steps that have been adopted by HUD and the Macon County Continuum of Care.

b. **Community-Wide Data.** The Governing Board provides community-wide data to the Homeless Advisory Council.

7. **Project Monitoring.** The Governing Board monitors all projects funded through the Continuum of Care process:

a. **Frequency.** On a quarterly basis, it reviews each project's progress toward objectives and action steps adopted by HUD and the Governing Board.

b. **Eligibility.** On a regular basis, it reviews project compliance in regards to client selection and eligibility.

c. **Actions.** When requested by funding sources, it recommends approval, renewal, transfer or termination of projects.

8. **Review.** The Governing Board reviews and comments on proposals for housing and services for the homeless.

9. **Project Ranking.** When required by funding sources, the Governing Board establishes a neutral structure for ranking of projects.

10. **HMIS.** The Governing Board monitors the Homeless Management Information System (HMIS).

11. **Point-In-Time.** The Governing Board oversees the annual Point-In-Time Count (PIT) of homeless persons and housing resources.

12. **Gaps Analysis.** The Governing Board determines housing needs annually by category (Shelter, Transitional, Safe Haven, Permanent Supportive Housing), and by type.

a. The Governing Board annually submits a count of homeless persons and an Estimate of Housing Needs to the Homeless Advisory Council and the City of Decatur, within 60 days of the Point-in-Time count.

C. Meetings and Actions

1. **Frequency.** The Governing Board meets a minimum of once each calendar quarter.

2. **Special Meetings.** Special meetings may be called by the Chair or by any two voting members.

3. **Notice.** The Collaborative Applicant must give notice to all members of meetings at least 48 hours in advance. The Collaborative Applicant must make every reasonable effort to contact each member.

4. **Voting Procedures.** All formal decisions of Governing Board must be adopted by simple majority (51%) of all voting members. Remote voting is permitted.

D. **Committees.** The Governing Board Appoints committees, subcommittees, or work groups as needed to carry out its duties, including a Strategic Planning Committee.

1. **Membership.** Members of committees and task forces can be drawn from Homeless Advisory Council and elsewhere.

2. **Selection.** Chairs and members of committees and task forces are appointed by the Governing Board.

III. The Collaborative Applicant

A. Designation

1. **Selection.** The Collaborative Applicant is selected by a majority vote of the Governing Board.

2. **Removal.** The Collaborative Applicant may be removed by a majority vote of the Governing Board.

B. Functions

1. **Applications.** The Collaborative Applicant submits applications on behalf of the Macon County Continuum of Care.

   a. **Consultation.** The Collaborative Applicant will recommend a consultant to the Governing Board for the purpose of writing the HUD Continuum of Care application.

   b. **Fees.** Member Organizations share equally in consultant fees over and above grant funds.

   c. **Responsibility.** The Collaborative Applicant has legal responsibility for such applications.

2. **HMIS.** The Collaborative Applicant implements and manages the Homeless Management Information System.

3. **Planning.** The Collaborative Applicant is responsible for day-to-day coordination and oversight of the Continuum of Care planning process.

4. **Presiding over Governing Board.** The CEO of the Collaborative Applicant serves as Chair of the Governing Board, calling and presiding at meetings, and developing the agenda for meetings.

5. **Logistics.** The Collaborative Applicant sends notices of meetings, arranges for minutes to be taken, and maintains records.

6. **Advisory Council.** The Collaborative Applicant appoints the Chair of the Homeless Advisory Council.

IV. Project Applicant

A. Designation.
Any agency responding to the Request for Proposals (RFP) for the HUD Continuum of Care application, or other grants controlled by the Macon County Continuum of Care shall be a Project Applicant.

B. Functions

1. **Submission of Applications.** Project Agencies submit applications to the Macon County Continuum of Care for consideration to be included in the HUD Continuum of Care application in response to the RFP.

2. **Responsibilities.** Project Agencies will review and oversee project grant writing, implementation and agency responsibilities including agreements with sub-grantees/sub-awardees.

3. **Compliance.** Project Agencies shall establish procedures for their project to maintain compliance with grant requirements. These procedures will be provided in writing to the Collaborative Applicant within 60 days of award notification.

4. **Accountability.** Project Agencies accept sole responsibility for project day-to-day operations, oversight and fiscal administration of projects.

5. **MOU.** Project Agencies who are not Member Organizations shall sign a yearly MOU with the Macon County Continuum of Care within 60 days of award notification.

V. The Homeless Advisory Council

A. Membership

1. **Representation.** The Homeless Advisory Council is broadly inclusive of the community. It includes representation of: homeless and formerly homeless persons; service providers; nonprofit organizations; veterans service groups; persons with disabilities; faith-based organizations; local government; state government agencies; public housing; housing developers; schools; law enforcement; hospitals and health care providers; funding providers; private businesses; and business associations.

2. **Voting.** Membership in the Homeless Advisory Council is open to any organization or individual in the community. Each organization has one vote. Individuals serve as non-voting members.

3. **Roster.** The Collaborative Applicant maintains the roster of members of the Homeless Advisory Council.

B. Functions

1. **Proximity to Need.** The Homeless Advisory Council represents those closest to the needs, including direct-service workers and front-line supervisors.

2. **Forum.** The Homeless Advisory Council provides a forum for sharing information about programs and services available to homeless and at-risk populations in order to foster interagency coordination and reduce duplication.

3. **Advisory Role.** The Homeless Advisory Council advises the Governing Board concerning trends and gaps in housing and services and trends.

4. **Data Gathering.** The Homeless Advisory Council gathers information about the nature and scope of homelessness as requested by the Governing Board.

5. **Reduction of Homelessness.** The Homeless Advisory Council makes recommendations to the Governing Board on issues relating to the reduction of homelessness in Macon County.

6. **Training.** The Homeless Advisory Council identifies needs for training.

7. **Education.** The Homeless Advisory Council promotes education of the public concerning homelessness.

8. **Other.** The Homeless Advisory Council performs other functions as requested by Governing Board.

C. **Chair**

  1. **Selection.** The Chair of the Homeless Advisory Council is appointed by the Collaborative Applicant and serves at the pleasure of the Collaborative Applicant.

  2. **Duties.** The duties of the Chair consist of the following:

     a. **Meetings.** Set the time and place for meetings of the Homeless Advisory Council.

     b. **Agendas.** Determine the agenda for meetings of the Homeless Advisory Council.

     c. **Preside.** Preside at meetings of the Homeless Advisory Council.

     d. **Liaison.** Serve as liaison between the Homeless Advisory Council and the Governing Board.

     e. **Monitoring.** Monitor membership of the Homeless Advisory Council to assure broad representation of the community.

     f. **Input.** Obtain input from the Homeless Advisory Council.

     g. **Informing.** Inform the Homeless Advisory Council of actions and activities of the Governing Board.

D. **Meetings**

  1. **Frequency.** The Homeless Advisory Council meets a minimum of every two months.

  2. **Special Meetings.** The Homeless Advisory Council may meet more often as determined by the Chair.

  3. **Collaborative Applicant.** The Collaborative Applicant is responsible for:

     a. **Notice.** Giving notice to members of meetings of the Homeless Advisory Council at least 48 hours in advance.

     b. **Minutes.** Taking and distributing minutes of meetings of the Homeless Advisory Council.

Attachment 2A-2

2018 CoC Consolidated Application:

HMIS Policy and Procedures Manual

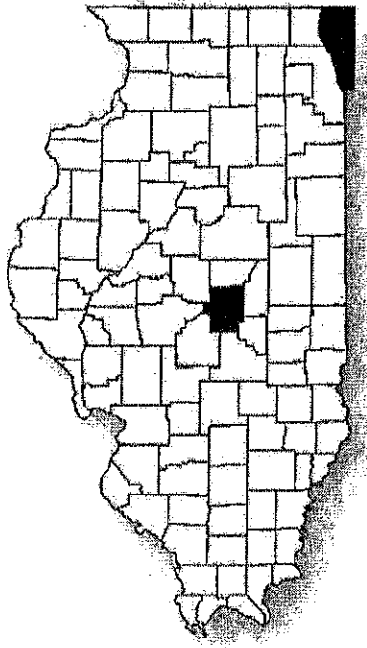(Evidence of HMIS Policy and Procedure Manual)

Decatur/Macon County CoC
IL-516

Continuum of Care

A consortium of agencies serving the homeless population in the Macon County Area.

MACON COUNTY CONTINUUM OF CARE

HMIS Policies and Procedures

Approved by Macon County Collaborative Agency and HMIS Lead

_____

Collaborative Applicant Signature

_____

HMIS Lead Agency Signature

Table of Contents

Definitions

HMIS – Homeless Management Information System. An HMIS is a computerized data collection tool used by communities to collect ongoing data on persons who are homeless or receive assistance from the community.

HMIS Administrator – The person(s) in charge of training and reporting on the HMIS to the Continuum of Care and participating agencies.

HMIS User – A person from a participating agency that has been fully trained by the HMIS Administrator. This person is charged with the responsibility to ensure that all data is accounted for and accurate. The quality of this person's data entry is provided by the HMIS Administrator.

Homeward Bound – The program in the Macon County Continuum of Care (CoC) that oversees and implements HMIS.

ETO – The HMIS software that is currently used. A web-based HMIS that is licensed from Social Solutions, Inc.

Participating Agency – Any agency within the COC that has an agency agreement and a license to use HMIS.

Client – Any person who is, has been, or will be entered into HMIS.

HMIS Structure

Macon County Continuum of Care (CoC) – The CoC is made up of 1 jurisdiction. This includes and city, town, village or municipality located within Macon County, Illinois. This CoC is led by Dove, Inc. Along with the lead agency, the CoC is governed by 9 other partner agencies, City of Decatur, Community Investment Corporation of Decatur, Decatur Housing Authority, Decatur-Macon County Opportunities Corporation, Good Samaritan Inn, Heritage Behavioral Health Center, Macon-Piatt Regional Office of Education, Millikin University and Salvation

Army. The official CoC name for federal and state purposes is known as the Macon County Continuum of Care. (Macon County CoC).

HMIS Solution – The vendor supplying the HMIS system is Social Solutions, located in Baltimore, Maryland. The organization that manages and provides technical assistance for the Macon County CoC HMIS is The Homeward Bound Program, located in Decatur, Illinois.

Participating Agency – Any agency within the CoC may participate in HMIS. Participating agencies are required to have an Agency Agreement signed by their Executive Director and the HMIS Lead Agency Representative. In addition to the Agency Agreement, all participating agencies are required to have a representative at the HMIS Sub-committee meeting each month.

Agency Users – HMIS users are required to sign a User Agreement form at the time of their formal training.

HMIS Subcommittee Meeting – The HMIS Subcommittee will meet either before, or after the Macon County CoC meeting. These dates and times are subject to change. Agency Users will be notified prior to the meeting of any schedule change.

Data Collection

HUD Required Universal Data Elements – These are fields in HMIS that must be answered by any and all Clients that are entered into HMIS. These elements are not negotiable for specific programs, although, more can be added per agency. The following is a list of the data elements that need to be answered. If anyone has questions, that person may refer to the HUD HMIS Data Standards or they may contact a HMIS Administrator for clarification.

1. Name

2. Social Security Number

3. Date of Birth

4. Race

5. Ethnicity

6. Gender

7. Veteran Status

8. Disabling Condition

9. Residence Prior to Program Entry

10. Length of Stay in Prior Residence

11. Zip Code of Last Permanent Address

12. Housing Status

13. Program Entry Date

14. Program Exit Date

Implementing HMIS

Agency Agreements – Every participating agency must have their Executive Director read, agree, and sign an Agency Agreement. Before any training may take place, a signed Agency Agreement must be presented to the HMIS Administrator. If an agency wishes to join HMIS, they need to contact the HMIS Administrator to start the process of getting Agency and User Agreements signed.

Homeward Bound

Agency Partner Agreement

Homeward Bound ETO is a Client information system that provides a standardized assessment of consumer needs, creates individualized service plans, and records the use of housing and services. Communities can use the aggregated data to determine the utilization of services of participating agencies, identify gaps in the local service continuum, and develop outcome measures.

The signature of the Executive Director of the Partner Agency indicates agreement with the terms set forth for an ETO account for the agency.

In this Agreement, "Partner Agency" is an agency participating in ETO, "Client" is a consumer of services, and "Agency" is the agency named in this agreement.

I. Confidentiality

The Partner Agency shall uphold relevant federal and state confidentiality regulations and laws that protect Client records and the agency shall only release Client records with written consent by the Client, unless otherwise provided for in the regulation.

A. The Partner Agency shall abide specifically by federal confidentiality regulations as contained in the Code of Federal Regulations, 42 CFR Part 2 regarding disclosure of alcohol and/or drug abuse records. In general terms, the federal rules prohibit the disclosure of alcohol and/or drug abuse records unless disclosure is expressly permitted by written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is not sufficient for this purpose. The Partner Agency understands the federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patients. A copy of 42 CFR Part 2 can be found at http://www.access.gpo.gov/nara/cfr/waisidx_02/42cfr2_02.html.

B. The Partner Agency shall provide a verbal explanation of the ETO database and the terms of consent and shall arrange for a qualified interpreter or translator in the event that an individual is not literate in English or has difficulty understanding the consent form.

C. The Partner Agency agrees not to release any confidential information received from the ETO database to any organization or individual without proper Client consent.

D. The Partner Agency shall maintain appropriate documentation of Client consent to participate in the ETO database.

E. The Partner Agency shall ensure that all staff, volunteers, and other persons issued User ID and passwords for ETO receive basic confidentiality training.

F. The Partner Agency understands that the Client data will be encrypted at the server level using encryption technology.

G. The Partner Agency understands the file server, which will contain all Client information, including encrypted identifying Client information, will be located with ETO's server at Social Solutions Inc., 425 Williams Ct, Suite 100, Baltimore, MD 21220.

H. The Partner Agency shall not be denied access to Client data entered by the Partner Agency. Partner Agencies are bound by all restrictions placed upon the data by the Client of any Partner Agency. The Agency shall diligently record in the ETO system all restrictions requested. The Agency shall not knowingly enter false or misleading data under any circumstances.

I. If this Agreement is terminated, Homeward Bound and remaining Partner Agencies shall maintain their right to the use of all Client data previously entered by the terminating Partner Agency. This use is subject to any restrictions requested by the Client.

J. The Agency will utilize the ETO Client Consent/Information Release form for all Clients providing information for the ETO database. The Client Consent/Information Release form, once signed by the Client, authorizes Client data to be entered into the ETO database and authorizes information sharing with ETO Partner Agencies as to the extent allowed by the Client. If the Client does not sign the Client Consent Information Release Form, the

Client data may still be entered into ETO, but is not to be shared outside of the agency providing the service.

K. If a Client withdraws consent for Release of Information, the Partner Agency remains responsible to ensure that Client's information is unavailable to all other Partner Agencies.

L. The Partner Agency shall keep signed copies of the Client Consent Form/Information Release forms for ETO for a period of three years after the last date of Client service.

M. Homeward Bound ETO does not require or imply that services must be contingent upon a Client's participation in the ETO database. Services should be provided to Clients regardless of ETO participation provided the Clients would otherwise be eligible for the services.

II. ETO Use and Data Entry

A. The Partner Agency shall follow, comply with and enforce the User Policy, Responsibility Statement & Code of Ethics. Modifications to the User Policy, Responsibility Statement & Code of Ethics may be modified as needed for the purpose of the smooth and efficient operation of the ETO system. Homeward Bound ETO will announce approved modifications in a timely manner via email and in ETO.

   1. The Partner Agency shall only enter individuals in the ETO database that exist as Clients under the Agency's jurisdiction. The Agency shall not misrepresent its Client base in the ETO database by entering known, inaccurate information.

   2. The Partner Agency shall use Client information in the ETO database, as provided to the Agency or Partner Agencies, to assist the Agency in providing adequate and appropriate services to the Client.

B. The Partner Agency shall consistently enter information into the ETO database and will strive for real-time, or close to real-time data entry.

C. The Partner Agency will not alter information in the ETO database that is entered by another agency with known, inaccurate information. (I.e. agency will not purposefully enter inaccurate information to over-ride

information entered by another agency). If the Partner Agency discovers inaccurate information entered by another agency, the Partner Agency will contact the HMIS Administrator to correct the inaccurate information.

D. The Partner Agency shall not include profanity or offensive language in the ETO database.

E. The Partner Agency shall utilize the ETO database for business purposes only.

F. Homeward Bound ETO will provide initial training and periodic updates to that training to select agency staff on the use of the ETO software.

G. Homeward Bound ETO will be available for technical assistance within reason (i.e. troubleshooting and report generation) related to software operating issues.

H. The transmission of material in violation of any federal or state regulations is prohibited. This includes, but is not limited to, copyright material, material legally judged to be threatening or obscene, and material considered protected by trade secret.

I. The Partner Agency shall not use the ETO database with intent to defraud federal, state or local government, individuals or entities, or to conduct any illegal activity.

J. The Partner Agency shall immediately notify the HMIS Administrator of any status changes for Agency HMIS users to ensure the timely activation or deactivation of user accounts.

III. Reports

A. The Agency shall retain access to identifying and statistical data on the individual Clients it serves.

B. The Partner Agency's access to data on Clients it does not serve shall be limited to non-identifying and statistical data.

C. Homeward Bound ETO may make aggregate data available to other entities for funding or planning purposes pertaining to providing services to homeless persons. However, such aggregate data shall not directly identify individual Clients.

D. Homeward Bound ETO will use only unidentified, aggregate ETO data for advising homeless policy and planning decisions, in preparing federal, state or local applications for homelessness funding, to demonstrate the need for and effectiveness of programs, and to obtain a system-wide view of program utilization in the state.

IV. Proprietary Rights of Social Solutions Systems

A. The Partner Agency shall not give or share assigned passwords and access codes of the ETO database with any other Agency, Business, or Individual.
B. The Partner Agency shall not cause corruption of the ETO database in any manner.

V. Terms and Conditions

A. Neither Homeward Bound ETO nor the Partner Agency shall transfer or assign any rights or obligations without the written consent of the other party.
B. This agreement shall be in force until revoked in writing by either party provided funding is available.
C. This agreement may be terminated by either party with 30 days written notice.

Licenses - Agency Directors and/or Supervisors dictate who their users will be. HMIS Administrators have the ability to move, delete, and purchase (at the agency's expense) licenses. Agency Directors and/or Supervisors are required to report to the HMIS Administrators on any changes needed for user privileges. Failure to uphold the User Agreement is grounds for the immediate termination of the user from using the ETO system.

Homeward Bound

User Policy, Responsibility Statement, & Code of Ethics

User Policy

Partner Agencies shall share information for provision of services to homeless persons through a networked infrastructure that establishes electronic communication among the Partner Agencies.

Partner Agencies shall at all times have rights to the data pertaining to their Clients that was created or entered by them in the ETO system. Partner Agencies shall be bound by all restrictions imposed by Clients pertaining to the use of personal data that they do not formally release.

It is a Client's decision about which information, if any, entered into the ETO system shall be shared and with which Partner Agencies. The ETO Client Consent/Release of Information shall be signed if the Client agrees to share information with Partner Agencies.

Minimum data entry on each consenting Client will include:

• All programs are required to complete the HUD Required Universal Data Elements in the HUD 40118 (HUD APR) Assessment.

• Programs funded by HUD Continuum of Care will enter HUD Required Program-Specific Data Elements.

To the greatest extent possible, data necessary for the development of aggregate reports of the homeless services, including services needed, services provided, referrals, and Client goals and outcomes should be entered into the system.

User Responsibility

Your user ID and password give you access to the ETO system. Initial each item below to indicate your understanding and acceptance of the proper use of your user ID and password. Failure to uphold the confidentiality standards set forth below is grounds for immediate termination from the ETO system.

> A. My user ID and password are for my use only and must not be shared with anyone.
> B. I must take all reasonable means to keep my password physically secure.
> C. I understand that the only individuals who can view information in the ETO system are authorized users and the Clients to whom the information pertains.
> D. I may only view, obtain, disclose, or use the database information that is necessary to perform my job.
> E. If I am logged into ETO and must leave the work area where the computer is located, **I must log off of ETO** before leaving the work area.
> F. A computer that has ETO "open and running" shall never be left unattended.
> G. Failure to log off ETO appropriately may result in a breach in Client confidentiality and system security.
> H. Hard copies of ETO information must be kept in a locked file.
> I. When hard copies of ETO information are no longer needed, they must be properly destroyed to maintain confidentiality.
> J. If I notice or suspect a security breach, I must immediately notify the HMIS Administrator (Homeward Bound).

User Code of Ethics

A. ETO users must treat Partner Agencies with respect, fairness, and good faith.

B. Each ETO user should maintain high standards of professional conduct in his or her capacity as an ETO user.

C. The ETO user has primary responsibility for his/her Client(s).

D. ETO users have the responsibility to relate to the Clients of other Partner Agencies with full professional consideration.

Technological Requirement for Participating Agencies – All participating agencies must adhere to these requirements where ever HMIS will be accessed.

Homeward Bound HMIS Security Policy

Purpose: This document is designed to establish security standards for participating agencies within the Homeward Bound HMIS system. The following requirements and recommendations are based on the Security Standards as defined in the HUD HMIS Data and Technical Standards Revised Draft Notice of July, 2009. A goal of Homeward Bound is to support and assist agencies in meeting these requirements.

Security Standards: The Homeward Bound Security Standards are divided into two sections. Security Requirements are minimum standards with which all HMIS participating agencies must comply. Additional Security Recommendations are best practices recommended by the Homeward Bound HMIS Administrator. The security standards include both technology solutions and protocols for staff use of technology.

Security Audit: The Homeward Bound HMIS Administrator will conduct a security audit to document compliance with the security requirements. The Homeward Bound HMIS Administrator will work with agencies to assess and overcome any identified barriers to security compliance.

Security Requirements

Action/Definition

1. Applicability/ HMIS Security Requirements apply to all networked computers at HMIS participating agencies as well as all non-networked computers that are used by HMIS participating agencies to access HMIS software. The Security Requirements specifically apply to:

a. All computers connected to the agency's network

b. All computers that access the agency's network via Virtual Private Network

(VPN)

c. All other computers, such as employee or volunteer owned computers, used to access HMIS over the Internet

2. Passwords/ Computers must be secured by a user password at computer login. Computer passwords and HMIS software passwords must meet the following minimum criteria:

A. Passwords must contain at least 1 number and 1 letter.
B. Written information pertaining to passwords must not be displayed in any publicly accessible location. Password recording must be disabled at each computer. (Do not use the "Remember Password" feature of applications.)

3. Anti-virus/ All computers must have anti-virus software installed.

4. Firewall/ All computers must be protected by a firewall.

5. System Updates/ All computers must be regularly updated for protection against security threats and must have the latest service packs installed.

6. Computer Locking/ Computers must be locked when unstaffed to prevent unauthorized access to the HMIS. Computers must be secured via locking screensavers or by logging off.

7. Anti-spyware/All computers must have anti-spyware/anti-malware software installed.

A. Anti-spyware/anti-malware software must be updated regularly.

8. Digital Certificates/ All computers must be identified by HMIS through the use of a locally installed digital certificate employing standard Public Key Infrastructure technology.

9. Wireless Access/ All wireless LAN devices must utilize WPA or WPA2 security protocols and strong Points (WAP) passwords of at least 14 random characters or must utilize a corporate-approved Virtual Private Network (VPN) configured to drop all unauthenticated and unencrypted traffic.

10. Electronic Data Storage/ All HMIS data is classified as confidential and must be handled discreetly.

    A. Electronic copies shall be stored only on an encrypted device where a password is required to access the data.

    B. Electronic copies shall be stored only where the appropriate staff can access the data.

Additional Security Recommendations

Action/Definition

    1. **Computer and HMIS Passwords:** Computer passwords should routinely change at a rate of no less than three times a year.

    a. Computer and HMIS passwords within an agency department should be changed immediately upon personnel changes within that department.

    b. HMIS software user passwords should be different from users' passwords for other non-HMIS accounts.

    c. HMIS software passwords should not be disclosed to anyone else. All passwords should be treated as sensitive, confidential information. Follow these precautions:

- Do not reveal a password over the phone to anyone
- Do not reveal a password in an email message
- Do not reveal a password to the boss
- Do not talk about a password in front of others
- Do not hint at the format of a password (e.g., "my family name")
- Do not reveal a password on questionnaires or security forms
- Do not share a password with family members
- Do not reveal a password to co-workers while on vacation
- If someone demands a password, refer them to this document or have them contact the Homeward Bound HMIS Administrator.

Avoid Unsafe Behavior: Computers used to access HMIS should never be used for downloading files offered through various file sharing services such as music

sharing services, as such behavior increases the risk of contracting viruses or spyware/malware.

Complaints: You have the right to complain to us and to the United States Secretary of Housing and Urban Development if you believe we have violated your privacy rights. There is no risk in filing a complaint. If you are concerned that we may have violated your privacy rights, you disagree with a decision we made about access to your private personal information or in response to a request you made to amend or restrict the use or disclosure of your private personal information, or have us communicate with you by alternative means or at alternative locations, you may complain to us using the contact information listed in this notice.

To file a complaint with us, contact by phone or by mail:

Darsonya Switzer, Program Director

Homeward Bound

302 S. Union

Decatur, IL 62522

Phone 217-362-7700

Questions and Information:

We collect personal information directly from you for the reasons that are discussed in our Privacy Notice. We may be required to collect some personal information by law or by organizations that give us money to operate this program. Other personal information that we collect is important to run our programs, to improve services for homeless persons, and to better understand the needs of homeless persons. We only collect information that we consider to be appropriate. The collection and use of all personal information is guided by strict standards of confidentiality. A copy of our Privacy Notice is available to all Clients upon request.

Client Privacy Statement:

Homeless Management Information System

We collect personal information directly from you for the reasons that are discussed in our Privacy Notice. We may be required to collect some personal information by law or by organizations that give us money to operate this program. Other personal information that we collect is important to run our programs, to improve services for homeless persons, and to better understand the needs of homeless persons. We only collect information that we consider to be appropriate. The collection and use of all personal information is guided by strict standards of confidentiality. A copy of our Privacy Notice is available to all Clients upon request.

Attachment 3A-6

2018 CoC Consolidated Application:

HDX-2018 Competition Report

(Evidence of HDX-2018 Competition Report)

Decatur/Macon County CoC
IL-516

2018 HDX Competition Report

PIT Count Data for IL-516 - Decatur/Macon County CoC

Total Population PIT Count Data

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count	157	130	161
Emergency Shelter Total	83	90	87
Safe Haven Total	0	0	0
Transitional Housing Total	67	24	53
Total Sheltered Count	150	114	140
Total Unsheltered Count	7	16	21

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	23	23	16
Sheltered Count of Chronically Homeless Persons	21	21	13
Unsheltered Count of Chronically Homeless Persons	2	2	3

2018 HDX Competition Report

PIT Count Data for IL-516 - Decatur/Macon County CoC

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	18	10	18
Sheltered Count of Homeless Households with Children	18	10	17
Unsheltered Count of Homeless Households with Children	0	0	1

Homeless Veteran PIT Counts

	2011	2016	2017	2018
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	18	12	11	4
Sheltered Count of Homeless Veterans	15	12	9	4
Unsheltered Count of Homeless Veterans	3	0	2	0

2018 HDX Competition Report
HIC Data for IL-516 - Decatur/Macon County CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2018 HIC	Total Beds in 2018 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	100	30	67	95.71%
Safe Haven (SH) Beds	0	0	0	NA
Transitional Housing (TH) Beds	62	6	56	100.00%
Rapid Re-Housing (RRH) Beds	23	0	23	100.00%
Permanent Supportive Housing (PSH) Beds	125	0	97	77.60%
Other Permanent Housing (OPH) Beds	0	0	0	NA
Total Beds	310	36	243	88.69%

2018 HDX Competition Report

HIC Data for IL-516 - Decatur/Macon County CoC

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC	2018 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	37	38	31

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

Households with Children	2016 HIC	2017 HIC	2018 HIC
RRH units available to serve families on the HIC		2	8

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC	2018 HIC
RRH beds available to serve all populations on the HIC		7	23

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Summary Report for IL-516 - Decatur/Macon County CoC

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, ES-SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.
Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)			Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2016	FY 2017		Submitted FY 2016	FY 2017	Difference	Submitted FY 2016	FY 2017	Difference
1.1 Persons in ES and SH	383	183		163	74	-89	89	38	-51
1.2 Persons in ES, SH, and TH	435	247		191	133	-58	123	57	-66

b. This measure is based on data element 3.17.

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

The construction of this measure changed per HUD's specifications, between FY2016 and FY 2017. HUD is aware that this may impact the change between these two years.

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

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2016	FY 2017	Submitted FY 2016	FY 2017	Difference	Submitted FY 2016	FY 2017	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	383	186	187	204	17	98	76	-22
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	435	250	221	248	27	133	101	-32

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

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

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

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
		FY2017	% of Returns	FY2017	% of Returns	FY2017	% of Returns	FY2017	% of Returns
Exit was from SO	0	0		0		0		0	
Exit was from ES	3	0	0%	0	0%	1	33%	1	33%
Exit was from TH	108	4	4%	1	1%	0	0%	5	5%
Exit was from SH	0	0		0		0		0	
Exit was from PH	86	0	0%	2	2%	1	1%	3	3%
TOTAL Returns to Homelessness	197	4	2%	3	2%	2	1%	9	5%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	January 2016 PIT Count	January 2017 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	157	130	-27
Emergency Shelter Total	83	90	7
Safe Haven Total	0	0	0
Transitional Housing Total	67	24	-43
Total Sheltered Count	150	114	-36
Unsheltered Count	7	16	9

Metric 3.2 – Change in Annual Counts

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

	Submitted FY 2016	FY 2017	Difference
Universe: Unduplicated Total sheltered homeless persons	494	251	-243
Emergency Shelter Total	411	187	-224
Safe Haven Total	0	0	0
Transitional Housing Total	84	64	-20

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	31	27	-4
Number of adults with increased earned income	5	4	-1
Percentage of adults who increased earned income	16%	15%	-1%

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

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	31	27	-4
Number of adults with increased non-employment cash income	4	6	2
Percentage of adults who increased non-employment cash income	13%	22%	9%

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

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	31	27	-4
Number of adults with increased total income	9	10	1
Percentage of adults who increased total income	29%	37%	8%

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

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	10	7	-3
Number of adults who exited with increased earned income	2	1	-1
Percentage of adults who increased earned income	20%	14%	-6%

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	10	7	-3
Number of adults who exited with increased non-employment cash income	3	1	-2
Percentage of adults who increased non-employment cash income	30%	14%	-16%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	10	7	-3
Number of adults who exited with increased total income	4	2	-2
Percentage of adults who increased total income	40%	29%	-11%

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

Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Submitted FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	293	196	-97
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	69	36	-33
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	224	160	-64

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	318	245	-73
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	92	81	-11
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	226	164	-62

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in FY2017 (Oct 1, 2016 - Sept 30, 2017) reporting period.

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

	Submitted FY 2016	FY 2017	Difference
Universe: Persons who exit Street Outreach	0	0	0
Of persons above, those who exited to temporary & some institutional destinations	0	0	0
Of the persons above, those who exited to permanent housing destinations	0	0	0
% Successful exits			

Metric 7b.1 – Change in exits to permanent housing destinations

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

	Submitted FY 2016	FY 2017	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	446	203	-243
Of the persons above, those who exited to permanent housing destinations	42	52	10
% Successful exits	9%	26%	17%

Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2016	FY 2017	Difference
Universe: Persons in all PH projects except PH-RRH	102	91	-11
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	91	86	-5
% Successful exits/retention	89%	95%	6%

2018 HDX Competition Report

FY2017 - SysPM Data Quality

IL-516 - Decatur/Macon County CoC

This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded.) Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports in order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.

2018 HDX Competition Report
FY2017 - SysPM Data Quality

	All ES, SH				All TH				All PSH, DPH				All RRH				All Street Outreach			
	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017
1. Number of non-DV Beds on HIC	136	94	49	62	82	195	166	47	119	115	150	153				7				
2. Number of HMIS Beds	34	40	30	35	73	83	66	37	103	111	122	125				6				
3. HMIS Participation Rate from HIC (%)	25.00	42.55	61.22	56.45	89.02	42.56	39.76	78.72	86.55	96.52	81.33	81.70				85.71				
4. Unduplicated Persons Served (HMIS)	56	331	412	189	95	102	84	64	101	110	100	111	0	0	2	20	0	0	0	0
5. Total Leavers (HMIS)	10	166	382	156	46	50	52	34	42	35	34	19	0	0	0	5	0	0	0	0
6. Destination of Don't Know, Refused, or Missing (HMIS)	4	45	160	103	0	7	8	5	0	8	5	2	0	0	0	0	0	0	0	0
7. Destination Error Rate (%)	40.00	27.11	41.88	66.03	0.00	14.00	15.38	14.71	0.00	22.86	14.71	10.53				0.00				

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2018 HDX Competition Report
Submission and Count Dates for IL-516 - Decatur/Macon County CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2018 PIT Count	1/25/2018	

Report Submission Date in HDX

	Submitted On	Met Deadline
2018 PIT Count Submittal Date	4/3/2018	Yes
2018 HIC Count Submittal Date	4/3/2018	Yes
2017 System PM Submittal Date	4/20/2018	Yes

Attachment 3B-2

2018 CoC Consolidated Application:

Order of Priority – Written Standards

(Evidence of Order of Priority – Written Standards)

Decatur/Macon County CoC
IL-516

Priority Policy for Permanent Housing Placements

Decatur/Macon County Continuum of Care (IL-516)

Preamble

Recipients of CoC Program grants should follow the following priorities while serving identified target populations. For example, a Permanent Supportive Housing (PSH) project that targets homeless persons with serious mental illnesses should follow the priorities to the extent that targeted persons meet the criteria. If there are no persons with a serious mental illness that meet the criteria of chronically homeless, the grantee should follow the priorities in Section 3 for persons with a serious mental illness.

The Decatur-Macon County Continuum of Care recognizes that some persons – particularly those living on the streets or in places not meant for human habitation – require significant engagement prior to accepting housing. Grantees should not let units remain vacant indefinitely while waiting for a chronically homeless person to accept an offer of PSH. The Continuum Homelessness Action Team shall attempt to engage all persons that have declined offers of PSH. These persons shall be prioritized for PSH until they are housed.

1. Priority for Dedicated PSH Units for Persons and Families Experiencing Chronically Homeless

All grantees of projects with Permanent Supportive Housing units that are dedicated for persons and families experiencing chronic homelessness[1] shall prioritize these units based on:

    a) The length of time in which an individual or family has resided in a place not meant for human habitation, a safe haven, or an emergency shelter; and

    b) The severity of the individual's or family's service needs.

2. Priority for All Other PSH/RRH Units – Prioritized for Chronically Homelessness

All grantees of projects with Permanent Supportive Housing and Rapid Re-Housing units that are <u>not</u> dedicated for persons and families experiencing chronic homelessness <u>shall prioritize</u> every unit for persons and families experiencing chronic homelessness. Within the category of chronic homelessness, these units shall be prioritized based on:

    a) The length of time in which an individual or family has resided in a place not meant for human habitation, a safe haven, or an emergency shelter; and

    b) The severity of the individual's or family's service needs.

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[1] "Chronic Homelessness" is as currently defined by the US Department of Housing and Urban Development.

3. Priority for Non-Chronic Homelessness

When there are no chronically homeless individuals and families awaiting housing placement through the Coordinated Entry System, all grantees shall follow the following order of priority for housing placements:

a) **First Priority: Homeless Individuals and Families with a Disability with Long Periods of Episodic Homelessness and Severe Service Needs.** An individual or family that is eligible for CoC Program-funded PSH who has experienced fewer than four occasions where they have been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter but where the cumulative time homeless is at least 12 months **and** has been identified as having severe service needs.

b) **Second Priority: Homeless Individuals and Families with a Disability with Severe Service Needs.** An individual or family that is eligible for CoC Program-funded PSH who is residing in a place not meant for human habitation, a safe haven, or in an emergency shelter and has been identified as having severe service needs. The length of time in which households have been homeless should also be considered when prioritizing households that meet this order of priority, but there is not a minimum length of time required.

c) **Third Priority: Homeless Individuals and Families with a Disability Coming from Places Not Meant for Human Habitation, Safe Haven, or Emergency Shelter without Severe Service Needs.** An individual or family that is eligible for CoC Program-funded PSH who is residing in a place not meant for human habitation, a safe haven, or an emergency shelter where the individual or family has not been identified as having severe service needs. The length of time in which households have been homeless should be considered when prioritizing households that meet this order of priority, but there is not a minimum length of time required.

d) **Fourth Priority: Homeless Individuals and Families with a Disability Coming from Transitional Housing.** An individual or family that is eligible for CoC Program-funded PSH who is currently residing in a transitional housing project, where prior to residing in the transitional housing had lived in a place not meant for human habitation, in an emergency shelter, or safe haven. This priority also includes individuals and families residing in transitional housing who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and prior to residing in that transitional housing project even if they did not live in a place not meant for human habitation, an emergency shelter, or a safe haven prior to entry in the transitional housing.

Decatur/Macon County Continuum of Care Governing Board

Updated: August 17, 2017

By   Christine Gregory (Name)

Board Chair   (Title)

X _____

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Attachment 3B-5

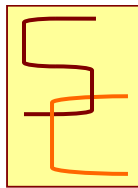# 2018 CoC Consolidated Application:

Racial Disparities Summary

(Evidence of Racial Disparity Data)

Decatur/Macon County CoC
IL-516

RACIAL AND ETHNIC DISPARITIES ASSESSMENT
MACON COUNTY
CONTINUUM OF CARE
IL-516

A STUDY CONDUCTED BY:

SPANNAUS CONSULTING
DECATUR, ILLINOIS

AUGUST 2018

BACKGROUND

In the early summer of 2018, the Macon County Continuum of Care asked for an assessment of possible racial and ethnic disparities on the provision of services to the homeless. This assessment has two components:

The **Quantitative Analysis** compares the racial and ethnic demographics of three entities:

- The population of the entire geographic area covered by the CoC.
- The population of persons experiencing homelessness in the CoC as determined by the 2018 Point-In-Time survey.
- Persons served by homeless assistance projects, as recorded in the CoC's Homeless Management Information System (HMIS).

The Quantitative Analysis also looked at outcomes by race and ethnicity, specifically:

- The rates at which persons of differing racial and ethnic groups achieved permanent housing when exiting from emergency shelters or transitional housing.
- The rates at which formerly homeless persons of differing racial and ethnic groups retained permanent housing (i.e., remained in housing or moved to other permanent housing).

Finally, the Quantitative Analysis looks at the racial and ethnic composition of the CoC's decision-making body and compares it with the demographics of the geographic area and the demographics of the population of persons experiencing homelessness.

The **Qualitative Analysis** looks at steps the CoC has taken or will take, to address disparities and/or prevent disparities from arising in the future. It looks at:

- How the CoC assures that its board reflects the population served.
- How the CoC conducts outreach to and communicates with underserved populations.
- How the CoC equips its staff, volunteers, and the larger community to understand the dynamics of racism as it applies to homelessness, and how it develops leadership.
- How the CoC utilizes its Coordinate Entry system to rectify disparities.
- How the CoC gathers and assesses data, and how it identifies and addresses disparities.

QUANTITATIVE ANALYSIS

Demographics

This section looks at three datasets:

- The racial and ethnic composition of the CoC's geographic area, estimated as of July 1, 2017 (source: U.S. Census Bureau Quick Facts at https://www.census.gov/quickfacts/fact/table/).
- The racial and ethnic composition of the CoC's homeless population, enumerated as of late January 2018 (source: Point In Time count at https://hudhdx.info/Pit/Default.aspx).
- The racial and ethnic composition of persons served by the CoC's homeless system for the year ending June 30, 2018 (source: CoC HMIS customized reports).

Tables 1 and 2 summarize these findings.

TABLE 1: RACIAL COMPOSITION

Racial Categories	CoC Geographic Area	Homeless Population	Persons Served
White alone	78.1%	39.2%	45.3%
Black or African American alone	17.5%	54.7%	48.2%
American Indian or Alaskan Native alone	0.3%	0.0%	0.2%
Asian alone	1.2%	0.0%	0.0%
Native Hawaiian or Other Pacific Islander alone	0.0%	0.0%	0.0%
Two or more races	2.9%	6.3%	6.3%

TABLE 2: ETHNIC COMPOSITION

Ethnic Categories	CoC Geographic Area	Homeless Population	Persons Served
Hispanic or Latino	2.3%	0.7%	1.4%
Not Hispanic or Latino[1]	76.3%	99.4%	98.6%

An analysis of these data shows that African Americans and persons of multiple races are about three times more likely to experience homelessness than white persons.

But more importantly, the data show no disparities in access to the CoC's services and housing. The percentages of persons served closely approximate the breakdown of the homeless population by race and by ethnicity. All are within six percent, which indicates the absence of disparity. [2]

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[1] The Census Bureau reports this category as "White alone, not Hispanic or Latino," whereas the PIT and HMIS report it as "Not Hispanic or Latino." Therefore the Census Bureau percentages for the CoC Geographic Area do not add to an approximate 100%.

[2] A difference of less than 20 percent is not considered significant. This is similar to the "80 percent rule" used by EEOC in evaluating disparate impact in employment practices.

Outcomes

This section looks at the rates at which persons of differing racial and ethnic groups achieved permanent housing when exiting from emergency shelters or transitional housing, and the rates at which formerly homeless persons of differing racial and ethnic groups retained permanent housing (i.e., remained in housing or moved to other permanent housing).

Tables 3 and 4 summarize these findings.

TABLE 3: OUTCOMES BY RACE

Racial Categories	Exits to Permanent Housing	Retention of Permanent Housing
White alone	26.9%	95.0%
Black or African American alone	37.6%	73.3%
American Indian or Alaskan Native alone	0.0%	NA
Asian alone	NA	NA
Native Hawaiian or Other Pacific Islander alone	NA	NA
Two or more races	72.7%	100.0%

TABLE 4: OUTCOMES BY ETHNICITY

Ethnic Categories	Exits to Permanent Housing	Retention of Permanent Housing
Hispanic or Latino	100.0%	100.0%
Not Hispanic or Latino	33.3%	85.7%

An analysis:

- Black participants had a higher rate of exits to permanent housing by about 11 percent, which is not significant.
- Whites had a higher rate of retention of permanent housing, by 22 percent, which is significant enough to be considered a disparity.
- The group "Two or more races" showed extremely high rates of positive exits and retentions, but there were only 11 persons in this group, so the percentages cannot be considered to indicate an outcome disparity.
- There were only three persons in the Hispanic/Latino category, so the large difference in Table 4 (Outcomes by Ethnicity) is not considered significant and is not indicative of any disparity.

QUANTITATIVE ANALYSIS

Board Composition

The governing body of the CoC is the Decatur/Macon County CoC Board of Directors. It has 15 total members, of whom 4, or 26.7%, are persons of color. This compares favorably with the total population of 21.9% persons of color, but it is less than the homeless population or persons served, with 61.0% and 54.7% persons of color respectively.

With a very small representation of Hispanic/Latino persons in the geographic area and among the persons served, it is not surprising, nor is it a concern, that Hispanic/Latino representation on the governing body is 0%.

Outreach and Communications

The CoC is taking the following steps to reach areas with higher concentrations of underrepresented groups and assure that its communication is culturally appropriate:

- The CoC immediately reports any fair housing impediments to the Consolidated Plan administrator for the City of Decatur, who sits on the CoC's Governing Board.
- The CoC provides all program participants with written descriptions of their rights to housing and services as well as access to local, state, and federal enforcement agencies.
- The CoC markets housing and services in multiple languages and to persons with impairments, and it tracks these activities.
- The CoC has translators and assistance in ASL and at least 5 non-English languages, and for hearing, sight, and speech impaired persons, as well as DD phone service.
- Written publications are in Spanish and English.

Professional Development and Training

CoC staff participate in annual training on topics of inclusivity including race, disability and civil rights concerns.

Coordinated Entry

The CoC's Coordinated Entry policies contain an exceptionally strong statement concerning equal access and nondiscrimination. It is copied in the appendix.

Data Analysis and Continuous Improvement

Annually the CoC analyses the breakdown of PIT count data by race, gender/gender identity, and ethnicity of identified homeless:

- Persons served
- Needs of persons of various races and ethnicities
- Outcomes
- Outreach and communications
- Program usage
- Policies, protocols, and practices

The Board of Directors assesses these data to determine if there are any concerns which need to be addressed.

FRED W. SPANNAUS, PRINCIPAL
SPANNAUS CONSULTING

Fred Spannaus is an independent consultant with a practice that includes housing, homelessness, human rights, and strategic human resources management.
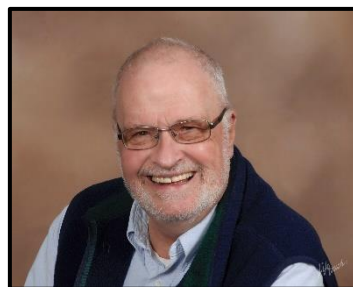
To help communities respond to homelessness, he has consulted with four Continuum of Care systems in Illinois and with the cities of St. Louis, Missouri and Tampa, Florida. He has assisted these communities in using best practices to address and end homelessness by creatively responding to federal initiatives. An experienced housing consultant, Fred has assembled funding packages for the development of supportive housing in central and southern Illinois and conducted special needs housing studies. As a grant writer, his proposals have raised more than $90 million.

A certified Senior Professional in Human Resources, Fred has conducted numerous human rights investigations and presented seminars on diversity, inclusion, discrimination, sexual harassment, and other topics throughout the United States. He was the subject matter expert and co-author of an online diversity/inclusion training curriculum for an 11,000-employee financial services firm. He currently serves the City of Decatur, Illinois as its Human Rights Investigator. He is author of *The Occasional Interviewer*, a guidebook for pre-employment interviews that is used nationally. Fred has a bachelor's degree from Valparaiso University and a master's degree from the University of Illinois at Springfield. He has also taken post-graduate studies at DePaul University.

APPENDIX (COORDINATED ENTRY POLICY EXCERPT)

Equal Opportunity
Homeward Bound is accessible by public bus and is within a few blocks of the city center.

Individuals with Disabilities
The Homeward Bound office is fully accessible for persons with mobility impairments. It has translators and assistance for hearing, sight, and speech impaired persons, as well as TDD phone service.

Limited English Proficiency
Homeward Bound has translators and assistance in ASL and at least five non-English languages. Written publications are in Spanish and English.

Nondiscrimination
The Macon County Continuum of Care and its Coordinated Entry system prohibits discrimination of any kind based on race, color, sex, religion, national origin, age, disability, sexual orientation, gender identity, family composition, military discharge status, or any other legally protected characteristic. The Macon County Continuum of Care is firmly committed to a policy of equal opportunity for all people served.

Equal Access Rule
The CE system fully complies with HUD's Equal Access Rule. The Equal Access Rule outlines the federal definition of 'family' for purposes of receiving assistance from certain programs. The definition of 'family' is as follows:

Family includes, but is not limited to, regardless of marital status, actual or perceived sexual orientation, or gender identity, any group of persons presenting for assistance together with or without children and irrespective of age, relationship, or whether or not a member of the household has a disability. A child who is temporarily away from the home because of placement in foster care is considered a member of the family.

What this means is that any group of people that present together for assistance and identify themselves as a family, regardless of age or relationship or other factors, are considered to be a family and must be served together as such. HUD-funded homeless projects cannot discriminate against a group of people presenting as a family based on the composition of the family (e.g., adults and children or just adults), the age of any member's family, disability status of any members of the family, marital status, actual or perceived sexual orientation, or gender identity.

The CE system does not "steer" participants to any particular services, housing, or locations based on any of the above factors. Participants are always afforded the opportunity to choose to accept the available services or not. Program eligibility is governed by their funding sources and federal and state laws except as required by law or funding sources. For example, some housing units are restricted to veterans or to individuals living with mental illness.

Complaint Process
Any person or persons who feel their rights have been abridged by any CE process may file a formal complaint with Dove, Inc. using its Client Grievance process. They may access the Client Grievance process by calling 217-428-6616 or by coming to Dove's main office at 302 S. Union St., Decatur, IL 62522.

They also have access to remedies through the City of Decatur Human Relations Commission, the Illinois Department of Human Rights, and federal human rights enforcement agencies. Homeward Bound informs all clients of their access to complaint processes at point of intake.