



ARIZONA BALANCE OF STATE CONTINUUM OF CARE

LCEH Leads New Reporting Tool

April 18, 2023

The LCEH Leads New Reporting Tool replaces three forms that used to be sent out with ADOH contracts. You will not need the quarterly report- the CoC Planning and the two reports for the Capacity Building have been combined into one report. The first report will be due July 25, 2023; you will need to list your meetings, committee meetings, and activities that you have done throughout the quarter.

The information provided will be used for the NOFO questions as well as looking at System Performance Measures, metrics, and outcomes of how your community is doing. The first three pages are instructions that give you background information, so when you submit your report, please delete the first three pages and just submit the report by itself with the supporting documentation in a separate packet.

This ADOH's first funded year as a UFA, so the HUD fiscal year 2021 contracts, in order to align them together, will be for the first six months (January 2023 to June 30,2023). The next contracts will start July 1, 2023.

This template covers the basic areas of the summary of performance measures, and a summary of the membership and sector representation, so we can see what kind of membership you have in the effort to help you in decreasing or eliminating homelessness and to have a better idea of what kind of housing resources are in your community.

The first part of the report is information about your LCEH meetings, agendas, the activities, and who is participating:

LCEH Meetings

# of LCEH meetings during contract period- (virtual or in person)	# of unduplicated individuals in attendance at all meetings	Were the System Performance Measures from the dashboard discussed? (Indicate Yes Or No)	Narrative— Provide the dates for the LCEH meetings Provide a 4 or 5-sentence paragraph that highlights what were the outcomes of the meeting. <i>Provide Agenda and Minutes for all meetings as a single packet and as a separate document uploaded into the Portal. (can include LCEH, CE, HMIS agendas and minutes/notes)</i>

The next sections are about what other meetings you are conducting in your communities, such as Case Conferencing, Coordinated Entry, HMIS, Point in Time Count, Veterans group, and JEDI (Justice, Equity, Diversity, and Inclusion):



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LCEH Lead Agency Meetings

# of AZBOSCOC LCEH Lead Agency meetings attended during the contract period	Provide comments about what was useful information from the meetings and what agenda items you would like to see in the future for the AZBOSCOC LCEH Lead Agency Meetings.

Case Conferencing Meetings

# of Case Conferencing meetings during contract period (virtual or in person)	# of unduplicated individuals in attendance at all meetings	# of Households that were discussed during case conferencing meetings	# of Households that were referred to housing placement	Narrative—Provide 4 or 5 sentences about the outcome of case conferencing meetings during the contract period. What positive outcomes occurred as a result of the meetings?

Other LCEH-Level Committees

Type of LCEH Level Committee Meeting	# of LCEH Committee Meetings during contract period (virtual or in person)	# of unduplicated individuals in attendance at all meetings	Narrative—Provide a 4 or 5-sentence paragraph that highlights what were the outcomes of the meeting. <i>Provide Agenda and Minutes for all meetings as a single packet and as a separate document uploaded into the Portal (can include LCEH, Coordinated Entry, HMIS agendas and minutes/notes).</i>
CE—(to discuss policy and process)			
HMIS—all HMIS users in LCEH to discuss process and procedures			
PIT Count—planning and logistics			

Whether your community has diversion activities and other activities to report:

Diversion—Diversion activities could be funded in the Capacity Building grant or through other community sources.

# of households that were provided diversion resources by type—add rows for other types	# of Households assisted (may be duplicated across type of activity)	Note: provide month(s) provided, further detail about type of activity, any outcome or follow up information, etc.
Bus Tickets		
Car/Vehicle Repair		
Work Tools		
Work Clothing		
House Repair		
Paying Utility Deposits Arrears		
Legal		
Other Housing Costs		
Other (add rows for other)		



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Other Activities – Each LCEH has different deliverables. If there are deliverables that are not already covered in the report, add them here. Call Cristina Benitez at 602-771-1017 to discuss or Candee at 602.881.6606.

Service <i>Put N/A if the LCEH didn't request funds for this activity.</i>	# of unduplicated households that were served or who participated in service during contract period	Note: provide 4 or 5 sentences about activities, positive outcomes, and challenges in providing services.
Pharma Consult		
Medical Referrals		
Other Service Referrals		
Case Management		
Housing Navigation		
Housing Locater Service		
Other-(add rows for other)		

The media marketing section is to give ADOH an idea of how your coalition is being promoted in the community: brochures, flyers, interviews for TV or a podcast, newspaper articles, social media posts (Facebook, Twitter, Instagram, TikTok, YouTube, etc.), website development, any type of community events that you're participating in, or sponsoring, such as stand downs or a local hotline for homeless services.

Media/Marketing – Provide information about the LCEH marketing/media activities during the contract period

Activity	# of Activities during contract period	# of flyers/brochures, impressions/, reach , persons at an event, as applicable	Note: indicate type of media for interviews and names of events if applicable. Provide 3 or 4 sentences about the impact the media activity had.
Brochure/Flyer Distribution			
Interviews (TV, Podcast, Newspaper)			
Social Media (<i># of activities and reach can be reported in the aggregate across all social media activities</i>)			<i>Include types of social media (e.g. Twitter, Instagram, Tik Tok, YouTube, Facebook, etc.)</i>
Billboards			
Community Events (Health/Resource Fairs, etc.)			
Stand Down			
Website Posts			
Local Hotline			

The next section is sector membership. This is about the different people you may have recruited to be part of your coalition, such as developers or agencies who serve survivors of human trafficking, Domestic Violence, the VA, etc. Some of these particular sectors are part of the HUD NOFO.

Section II: Sector Membership

Indicate what sectors are represented in the membership. Membership is defined as sectors represented by individuals that attend more than one LCEH meeting during the contract period.

Sector Listing	HUD Sector	List the name of all the Agency(ies)/Organization(s), and Tribal Community(ies) that represent that sector – (<i>only assign agency/organization to one sector</i>)	NUMBER of Members of the LCEH that represent that sector (number equals the number of agencies listed)	Do agencies from that sector participate in case conferencing? (Yes or No)



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The next section, Document Inventory, gives us a way to track things that have been submitted

Section III. Document Inventory

This section establishes the baseline to ensure required LCEH documents are in place and updated in compliance with contract requirements.

Required Document	Date of Last Version	Notes/Comments
LCEH Strategic Action Plan		<i>Note: all LCEHs completed a strategic action plan last summer. It will need to be updated in the 2023/2024 contract year.</i>
CE Assessment using AZBOSCOC template		
LCEH Governance Charter		
LCEH CE Policy includes case conferencing protocols		
LCEH Gaps Analysis		<i>Indicate if the LCEH completed a gaps analysis – this document is being reviewed to assess whether the gaps analysis should be done at the LCEH or AZBOSCOC level.</i>
LCEH Referral/Access Points Procedure		
LCEH Survivors of Domestic Violence concurrent CE policy		
LCEH Emergency Transfer Plan Procedures		

Question: In Section 3 where it says Emergency Transfer Plan Procedures, are those WAVA transfers?

Answer: Yes, that's for discharge plan for people coming out of institutions, it could be for re-entry from incarceration, VAWA. The purpose of this section is for you to document whether you have a Transfer Plan Procedures in your local Coordinated Entry policy. If you have to move somebody out of a unit because of their safety, and you need to put them back into shelter, then everybody sitting around the Case Conferencing table is aware of how that works.

The next section is in regarding to training conducted.

Section IV. Training Organized/Facilitated by LCEH

As an interim step, information is requested about training organized/facilitated or training opportunities disseminated by the LCEH. As you know, the AZBOSCOC is working on a training portal and this section may be adjusted as the portal is established.

Name of Training	Month	Did LCEH pay for training from LCEH contract(s)	Who provided the training (RBHA, another agency in LCEH, SAMHSA, HUD)? May include webinars, virtual, or in person.	# of participants



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List all training opportunities that the LCEH forwarded to its membership (e.g. Trauma, PIT, Motivational Interviewing, VI-SPDAT, Cultural Competency, etc.	Month	# of persons on distribution list	Any notes or additional information	If known, number of persons that attended the training from LCEH membership

The next section is Housing Inventory: where are they located, what are the resources, whether they are HUD CoC, ESG, VA. Is there some other funding-type access? What kind of housing is it, and how many units?

Section V. Inventory of Known Housing Units (addressing homelessness and affordability).

The purpose of this section is to establish a baseline so that AZBOSCO can report progress about the addition/development of housing units that are affordable or that address homelessness. For this report, provide an initial assessment of housing units available. Prior to the submittal due date for this report, we will send out information from the Housing Inventory Chart that the AZBOSCO submits to HUD as a foundational piece of this inventory. Note: this will be a baseline and will be updated semiannually. Add rows as needed.

Instructions: Agency/Owner/Management Company

- Organizations can be listed multiple times if they provide different types of housing.
- Funding sources can include ARP, CoC, PHA, HTF, Market Rate, Veteran, other vouchers, etc.
- Population Focus such as DV, Veteran, experiencing homelessness, low income, CH
- Type of housing includes Recovery, ESG, TH, TH-RRH, RRH, PSH, Affordable/Voucher
- Number of Units—how many units are in that category.

Agency	Funding Source	Population Focus	Type of Housing	Number of Units

Provide any additional notes or explanation about the information provided in the table above.

Question: For Housing Inventory, we have kind of we have been putting together an inventory here in Pinal County, but as far as vouchers, we have not been tracking the regular HCVs (Housing Choice Vouchers) because this is done separately by our housing authority. We have been tracking the



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emergency housing vouchers and the HUD-VASH vouchers. So when we talk about this housing inventory, do you want us to be including our Public Housing Authority Housing Choice Vouchers?

Answer: Yes. We can get this information from different sources, but it is easier if you do it. The other thing that will happen is that we are working on the Point in Time count and the Housing Inventory right now; we are going to send out the county-level housing inventory, so this part of this will be pre-populated for you. Anything that the PHA, the Public Housing Authority is doing, if you can just divide them up. It does not have to be detailed; we are looking for the big picture. If all you know is the fact that the RHBA up there has 75 units, but you have no idea who their population is, and the types of housing - just indicate that.

The final section is regarding your accomplishments and challenges.

Section VI. Accomplishments or Challenges

<p>Highlight accomplishments that occurred during the contract period.</p>
<p>Provide a summary of challenges faced during the contract period and request assistance from the CoC Coordinator as applicable</p>

Question: This is actually something we are looking at in Pinal County, to measure our success of getting our housing locator and our By Name List coordinator positions. When we are kind of setting our goals based on our member agencies, the housing programs that we have right now that are participating in our Coordinated Entry and our Case Conferencing and our coalition, we are kind of using that number as the base, and then we are trying to grow that number.

Answer: Yes, this is just a first step, and it sounds like you are kind of in the line with that.

Question: Is this going to continue after this first 6 months report? Is this going to be an annual or 6 months, or quarterly? Or how often are we going to be doing this next?

Answer: So this one is for 6 months, because we are in a short period for this contract. The next contract, which will start July 1, there will be 4 quarters that you will be doing this report.



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Question: Should we also assume that we are not going to be getting our payment until we submit the Request for Payment or only submit this form?

Answer: No. You will be submitting your Request for Payment with any supporting documentation for your expenses- this is in addition to that. This is kind of giving us our outcomes. The program reporting is not connected to the Request for Payment anymore. The other thing, too, is just to make it a little bit easier is, please bundle; do the program report, and just leave the report alone, and don't attach anything to it. If you can, just add a second PDF of the agendas and the minutes and other documentation, and anything else you want to add into it as kind of a supplemental packet. The reason why we are asking for those is that when we do the UFA application we actually have to submit agendas and minutes from all the meetings that are taking place. Therefore, the LCEH ones are really kind of a critical piece of that to show them the example of how the all LCEHs are operating. If you can just do those in two separate packets, just submit the program report by itself, then bundle up all the things, copying them together, and just do one packet of the agendas and the minutes and that kind of stuff. That would be very helpful.

ADJOURN

List of [Acronyms](#)

Arizona Department of Housing

Contact Information

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2-David Bridge
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3-Keon Montgomery
Assistant Deputy Director
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602-771-1209

Link to ADOH Bulletin List Serve

https://visitor.r20.constantcontact.com/manage/optin?v=001jarSHX2McaSRycGIQd2zdIkxkSWYEQC-MuzYbNIJBZGWeXqaUpUTOPciYTxRW_hI0MACBdDhOjfZuyjAeuNAu300l63kKkqAwNuJ9moVyXg10ivkFNKnG-4Zry2dA34qGqhDyXB26kVzRfREQ2MnZlDiLBNYUBIxMCNuqmUWdG-Ujg-KZQavPaZhbSziPBoCdh4zrG9EGas%3D

ADOH website: <https://housing.az.gov/documents-links/forms/special-needs-continuum>

Special Needs-Continuum -What you will find are updates regarding NOFO
BOS COC Policies/guidelines/initiatives/Governance Charter, BOSCO annual meetings note; Coordinated Entry Committee; Governance Advisory Board agenda's/notes; HMIS committee/

Special Needs:

Special Needs Housing Manual & Forms- HUD and Housing related

<https://housing.az.gov/documents-links/forms/special-needs-forms>



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System Performance Measure Link

<https://public.tableau.com/app/profile/hmisaz/viz/BOS-SystemPerformanceMeasures/CountyComparison>

<https://public.tableau.com/app/profile/hmisaz>

Resources for Funding and information—many of them have list-serves so you will be updated on information:

USICH resource tool for funding for Social and other related Services

<https://www.usich.gov/tools-for-action/federal-health-and-social-service-programs-that-support-people-experiencing-homelessness/>

AZ Housing Fund (Different from the Arizona Department of Housing Trust Fund)

<https://arizonahousingfund.org/>

National Alliance to End Homelessness

<https://endhomelessness.org/>

Funds available through Home-American Rescue Plan Program

https://www.hud.gov/program_offices/comm_planning/home-arp

All things HUD

<https://www.hudexchange.info/>

United States Interagency Council on Homelessness

<https://endhomelessness.org/ending-homelessness/policy/united-states-interagency-council-homelessness/>

Housing Assistance Council—focus on rural areas

<https://ruralhome.org/>

Local First Arizona –Rural Development

<https://localfirstaz.com/rural-development>