

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
_ FY 2019 CoC Competition Report (HDX Report)	Yes	FY 2019 CoC Compe...	09/13/2019
1C-4.PHA Administration Plan–Moving On Multifamily Assisted Housing Owners’ Preference.	No	1C 4 PHA Administ...	09/24/2019
1C-4. PHA Administrative Plan Homeless Preference.	No	1C 4 PHA Administ...	09/24/2019
1C-7. Centralized or Coordinated Assessment System.	Yes	1C 7 CE Assessmen...	09/13/2019
1E-1.Public Posting–15-Day Notification Outside e-snaps–Projects Accepted.	Yes	1E-1 Public Posti...	09/23/2019
1E-1. Public Posting–15-Day Notification Outside e-snaps–Projects Rejected or Reduced.	Yes	1 E 1 Public Post...	09/23/2019
1E-1.Public Posting–30-Day Local Competition Deadline.	Yes	1E 1 30 Day Compe...	09/24/2019
1E-1. Public Posting–Local Competition Announcement.	Yes	1E 1 Public Posti...	09/24/2019
1E-4.Public Posting–CoC-Approved Consolidated Application	Yes		
3A. Written Agreement with Local Education or Training Organization.	No	3A Written Agreeem...	09/24/2019
3A. Written Agreement with State or Local Workforce Development Board.	No	3A Written Agreeem...	09/24/2019
3B-3. Summary of Racial Disparity Assessment.	Yes	3b-3 Summary of R...	09/23/2019
4A-7a. Project List-Homeless under Other Federal Statutes.	No	4A 7A Project Lis...	09/24/2019
Other	No	HMIS Policy and P...	09/24/2019
Other	No	Governance Charte...	09/24/2019

Other	No		
-------	----	--	--

Attachment Details

Document Description: FY 2019 CoC Competition Report HDX Report

Attachment Details

Document Description: 1C 4 PHA Administrative Plan Moving On

Attachment Details

Document Description: 1C 4 PHA Administrative Plan Homeless Preference

Attachment Details

Document Description: 1C 7 CE Assessment Tools

Attachment Details

Document Description: 1E-1 Public Posting Projects Accepted

Attachment Details

Document Description: 1 E 1 Public Posting of Projects Rejected

Attachment Details

Document Description: 1E 1 30 Day Competition Deadline and Scoring Tools

Attachment Details

Document Description: 1E 1 Public Posting Local Competition Announcement

Attachment Details

Document Description:

Attachment Details

Document Description: 3A Written Agreement with Local Education or Training Organization

Attachment Details

Document Description: 3A Written Agreement with Workforce Development Board

Attachment Details

Document Description: 3b-3 Summary of Racial Disparity Assessment

Attachment Details

Document Description: 4A 7A Project List Under Other Statutes NA

Attachment Details

Document Description: HMIS Policy and Procedure With HMIS Lead

Attachment Details

Document Description: Governance Charter that includes HMIS Requirements

Attachment Details

Document Description:

Submission Summary

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

Page	Last Updated
4B. Attachments	Please Complete
Submission Summary	No Input Required

2019 HDX Competition Report

PIT Count Data for AZ-500 - Arizona Balance of State CoC

Total Population PIT Count Data

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count	2240	1768	2187	2021
Emergency Shelter Total	771	856	850	793
Safe Haven Total	0	0	0	0
Transitional Housing Total	252	190	252	245
Total Sheltered Count	1023	1046	1102	1038
Total Unsheltered Count	1217	722	1085	983

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	437	388	537	558
Sheltered Count of Chronically Homeless Persons	43	68	59	91
Unsheltered Count of Chronically Homeless Persons	394	320	478	467

2019 HDX Competition Report

PIT Count Data for AZ-500 - Arizona Balance of State CoC

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	154	98	169	132
Sheltered Count of Homeless Households with Children	117	81	138	111
Unsheltered Count of Homeless Households with Children	37	17	31	21

Homeless Veteran PIT Counts

	2011	2016	2017	2018	2019
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	320	305	238	277	231
Sheltered Count of Homeless Veterans	207	112	113	107	108
Unsheltered Count of Homeless Veterans	113	193	125	170	123

2019 HDX Competition Report

HIC Data for AZ-500 - Arizona Balance of State CoC

HIMS Bed Coverage Ratio

Project Types	Total Beds in 2019 HIC	Total Beds in 2019 HIC Designated for DV	Total Beds in HIMS	HIMS Bed Coverage Ratio
Emergency Shelter (ES) Beds	1003	374	451	117.31%
Safe Haven (SH) Beds	0	0	0	N/A
Transitional Housing (TH) Beds	261	77	100	100.00%
Rapid Re-Housing (RRH) Beds	628	0	628	100.00%
Permanent Supportive Housing (PSH) Beds	1197	0	897	74.73%
Other Permanent Housing (OPH) Beds	0	0	0	N/A
Total Beds	2,078	451	2,106	101.35%

2019 HDX Competition Report

HIC Data for AZ-500 - Arizona Balance of State CoC

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC	2018 HIC	2019 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	108	343	504	607

Rapid Rehousing (RRH) Units Dedicated to Persons in Household with Children

Households with Children	2016 HIC	2017 HIC	2018 HIC	2019 HIC
RRH units available to serve families on the HIC	67	19	102	119

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC	2018 HIC	2019 HIC
RRH beds available to serve all populations on the HIC	486	147	562	628

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Summary Report for AZ-500 - Arizona Balance of State Coc

Measure 1: Length of Time Persons Remain Homeless

This measure the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.
Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2017	FY 2018	Submitted FY 2017	FY 2018	Difference	Submitted FY 2017	FY 2018	Difference
1.1 Persons in ES and SH	3607	3791	49	48	-1	18	17	-1
1.2 Persons in ES, SH, and TH	3948	4039	69	58	-11	22	20	-2

b. This measure is based on data element 3.17.

This measure includes data from each client's Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added to the client's entry date, effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

The construction of this measure changed, per HUD's specifications, between FY 2016 and FY 2017. HUD is aware that this may impact the change between these two years.

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2017	FY 2018	Submitted FY 2017	FY 2018	Difference	Submitted FY 2017	FY 2018	Difference
1.1. Persons in ES, SH, and PH (prior to "housing move in")	3603	3640	219	326	107	48	53	5
1.2. Persons in ES, SH, TH, and PH (prior to "housing move in")	3966	3857	236	331	95	60	61	1

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

After entering data, please review and confirm your entries and totals. Some HMIS reports may not list the project types in exactly the same order as they are displayed below.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
		FY 2018	% of Returns	FY 2018	% of Returns	FY 2018	% of Returns	FY 2018	% of Returns
Exit was from SO	59	3	5%	4	7%	8	14%	15	25%
Exit was from ES	638	89	14%	40	6%	40	6%	169	26%
Exit was from TH	173	13	8%	7	4%	17	10%	37	21%
Exit was from SH	0	0		0		0		0	
Exit was from PH	1126	49	4%	36	3%	57	5%	142	13%
TOTAL Returns to Homelessness	1996	154	8%	87	4%	122	6%	363	18%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

2019 HDX Competition Report

FY2018 - 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 2017 PIT Count	January 2018 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	1768	2187	419
Emergency Shelter Total	856	850	-6
Safe Haven Total	0	0	0
Transitional Housing Total	190	252	62
Total Sheltered Count	1046	1102	56
Unsheltered Count	722	1085	363

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Submitted FY 2017	FY 2018	Difference
Universe: Unduplicated Total sheltered homeless persons	4055	4180	125
Emergency Shelter Total	3692	3911	219
Safe Haven Total	0	0	0
Transitional Housing Total	431	358	-73

2019 HDX Competition Report
 FY2018 - 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 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	320	343	23
Number of adults with increased earned income	28	33	5
Percentage of adults who increased earned income	9%	10%	1%

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	320	343	23
Number of adults with increased non-employment cash income	84	89	5
Percentage of adults who increased non-employment cash income	26%	26%	0%

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	320	343	23
Number of adults with increased total income	107	113	6
Percentage of adults who increased total income	33%	33%	0%

2019 HDX Competition Report FY2018 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	319	412	93
Number of adults who exited with increased earned income	72	63	-9
Percentage of adults who increased earned income	23%	15%	-8%

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	319	412	93
Number of adults who exited with increased non-employment cash income	65	81	16
Percentage of adults who increased non-employment cash income	20%	20%	0%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	319	412	93
Number of adults who exited with increased total income	124	134	10
Percentage of adults who increased total income	39%	33%	-6%

2019 HDX Competition Report

FY2018 - 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 2017	FY 2018	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	3688	3857	169
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.	1007	1156	149
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)	2681	2701	20

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2017	FY 2018	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	5593	5418	-175
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.	1309	1378	69
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.)	4284	4040	-244

2019 HDX Competition Report
FY2018 - 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 FY2018 (Oct 1, 2017 - Sept 30, 2018) 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 2017	FY 2018	Difference
Universe: Persons who exit Street Outreach	893	1962	1069
Of persons above, those who exited to temporary & some institutional destinations	131	114	-17
Of the persons above, those who exited to permanent housing destinations	102	92	-10
% Successful exits	26%	10%	-16%

Metric 7b.1 – Change in exits to permanent housing destinations

2019 HDX Competition Report FY2018 - Performance Measurement Module (Sys PM)

	Submitted FY 2017	FY 2018	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing destinations	4192	5083	891
Of the persons above, those who exited to permanent housing destinations	1776	2227	451
% Successful exits	42%	44%	2%

Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2017	FY 2018	Difference
Universe: Persons in all PH projects except PH-RRH	1149	1054	-95
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	1084	1008	-76
% Successful exits/retention	94%	96%	2%

2019 HDX Competition Report
FY2018 - SysPM Data Quality
AZ-500 - Arizona Balance of State CoC

This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports into order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.

2019 HDX Competition Report

FY2018 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018
1. Number of non-DV Beds on HIC	572	483	509	549	234	252	191	186	1039	1220	1179	1134	380	486	147	562				
2. Number of HMIS Beds	480	367	407	448	233	196	191	186	681	641	650	1134	317	486	139	562				
3. HMIS Participation Rate from HIC (%)	83.92	75.98	79.96	81.60	99.57	77.78	100.00	100.00	65.54	52.54	55.13	100.00	83.42	100.00	94.56	100.00				
4. Unduplicated Persons Served (HMIS)	3120	3231	3588	3823	506	516	431	358	865	988	1253	1252	1556	1626	2358	2794	30	140	193	425
5. Total Leavers (HMIS)	2789	2819	2998	3418	281	273	315	238	203	204	233	255	1109	1261	1334	2104	2	51	111	347
6. Destination of Don't Know, Refused, or Missing (HMIS)	1511	1123	1055	1289	5	13	9	17	6	8	12	17	16	18	18	27	2	22	32	162
7. Destination Error Rate (%)	54.18	39.84	35.19	37.71	1.78	4.76	2.86	7.14	2.96	3.92	5.15	6.67	1.44	1.43	1.35	1.28	100.00	43.14	28.83	46.69

2019 HDX Competition Report
 Submission and Count Dates for AZ-500 - Arizona Balance of State CoC

Date of PIT Count

Date	Received HUD Waiver
1/22/2019	

Report Submission Date in HDX

Submitted On	Met Deadline
2019 PIT Count Submittal Date	Yes
2019 HIC Count Submittal Date	Yes
2018 System PM Submittal Date	Yes

1C-4 PHA Administrative Plan— Moving On Multifamily Assisted Housing Owners' Preference

The Arizona Balance of State Continuum of Care (AZBOSCO) at both the CoC and Local Continuum to End Homelessness (LCEH) levels is working with local PHAs as applicable (not all communities in the CoC have PHAs) for implementation of Moving On Strategies. As was discussed in narrative 1C-4b, the AZBOSCO uses several move on strategies, but currently none are formalized in local PHA administrative plans.

2011



City of Flagstaff Housing
Authority



SECTION 8 ADMINISTRATIVE PLAN

Amended June 27, 2011

by the

City of Flagstaff Housing Authority Board of Commissioners

1.0	EQUAL OPPORTUNITY	5
1.1	FAIR HOUSING	5
1.2	REASONABLE ACCOMMODATION	5
1.3	COMMUNICATION	6
1.4	QUESTIONS TO ASK IN GRANTING THE ACCOMMODATION.....	6
1.5	SERVICES FOR LIMITED-ENGLISH PROFICIENCY PERSONS AND PARTICIPANTS	7
1.6	FAMILY/OWNER OUTREACH.....	8
1.7	RIGHT TO PRIVACY.....	9
1.8	REQUIRED POSTINGS	9
1.9	JURISDICTION	10
1.9.1	<i>RENTAL ASSISTANCE PROGRAMS</i>	10
1.9.2	<i>SPECIAL PURPOSE PROGRAMS</i>	11
2.0	CITY OF FLAGSTAFF HOUSING AUTHORITY/OWNER RESPONSIBILITY/ OBLIGATION OF THE FAMILY	11
2.1	CITY OF FLAGSTAFF HOUSING AUTHORITY RESPONSIBILITIES.....	11
2.2	OWNER RESPONSIBILITY	13
2.3	OBLIGATIONS OF THE PARTICIPANT.....	14
3.0	ELIGIBILITY FOR ADMISSION.....	18
3.1	INTRODUCTION	18
3.2	ELIGIBILITY CRITERIA.....	19
4.0	MANAGING THE WAITING LIST	26
4.1	OPENING AND CLOSING THE WAITING LIST.....	26
4.2	TAKING APPLICATIONS.....	27
4.3	ORGANIZATION OF THE WAITING LIST	28
4.4	FAMILIES NEARING THE TOP OF THE WAITING LIST	29
4.5	MISSED APPOINTMENTS	30
4.6	PURGING THE WAITING LIST	30
4.7	REMOVAL OF APPLICANTS FROM THE WAITING LIST.....	30
4.8	GROUND FOR DENIAL	31
4.9	NOTIFICATION OF NEGATIVE ACTIONS.....	34
4.10	INFORMAL REVIEW.....	34
5.0	SELECTING FAMILIES FROM THE WAITING LIST	34
5.1	WAITING LIST ADMISSIONS AND SPECIAL ADMISSIONS	34
5.2	PREFERENCES.....	35
5.2.1	HOUSING FOR KATRINA VICTIMS	37
5.3	SELECTION FROM THE WAITING LIST	37
6.0	ASSIGNMENT OF BEDROOM SIZES (SUBSIDY STANDARDS)	38
6.1	BRIEFING	39
6.2	PACKET	40
6.3	ISSUANCE OF VOUCHER; REQUEST FOR APPROVAL OF TENANCY.....	42

6.4	TERM OF THE HOUSING CHOICE VOUCHER	43
6.5	APPROVAL TO LEASE A UNIT	444344
6.6	CFHA HOUSING AUTHORITY DISAPPROVAL OF OWNER	454345
6.7	INELIGIBLE/ELIGIBLE HOUSING	464346
6.8	SECURITY DEPOSIT.....	484348
7.0	MOVES WITH CONTINUED ASSISTANCE	484348
7.1	WHEN A FAMILY MAY MOVE	484348
7.2	PROCEDURES REGARDING FAMILY MOVES	494349
8.0	PORTABILITY	504350
8.1	GENERAL POLICIES OF THE CFHA	504350
8.2	INCOME ELIGIBILITY	524352
8.3	PORTABILITY: ADMINISTRATION BY RECEIVING HOUSING AUTHORITY	524352
8.4	PORTABILITY PROCEDURES	524352
9.0	DETERMINATION OF FAMILY INCOME	564356
9.1	INCOME, EXCLUSIONS AND DEDUCTIONS FROM INCOME	564356
9.2	INCOME	564356
9.3	EXCLUSIONS FROM INCOME.....	604360
9.4	DEDUCTIONS FROM ANNUAL INCOME	654365
9.5	RECEIPT OF A LETTER OR NOTICE FROM HUD CONCERNING INCOME	664366
9.6	COOPERATING WITH WELFARE AGENCIES	674367
9.7	COOPERATING WITH LAW ENFORCEMENT AGENCIES.....	674367
10.0	VERIFICATION.....	684368
10.1	ACCEPTABLE METHODS OF VERIFICATION	684368
10.2	TYPES OF VERIFICATION	724372
10.3	VERIFICATION OF CITIZENSHIP OR ELIGIBLE NONCITIZEN STATUS.....	764376
10.4	VERIFICATION OF SOCIAL SECURITY NUMBERS	774377
10.5	TIMING OF VERIFICATION.....	774377
10.6	FREQUENCY OF OBTAINING VERIFICATION.....	784378
10.7	SPECIAL VERIFICATION FOR ADULT STUDENTS.....	784378
11.0	RENT AND HOUSING ASSISTANCE PAYMENT	784378
11.1	GENERAL.....	784378
11.2	RENT REASONABLENESS.....	784378
11.3	COMPARABILITY	794379
11.4	MAXIMUM SUBSIDY	804380
	<i>11.4.1 SETTING THE PAYMENT STANDARD.....</i>	<i>804380</i>
	<i>11.4.2 SELECTING THE CORRECT PAYMENT STANDARD FOR A FAMILY.....</i>	<i>814381</i>
	<i>11.4.3 AREA EXCEPTION RENTS.....</i>	<i>824382</i>
11.5	ASSISTANCE AND RENT FORMULAS	834383
11.6	UTILITY ALLOWANCE	874387
11.7	DISTRIBUTION OF HOUSING ASSISTANCE PAYMENT	884388
11.8	CHANGE OF OWNERSHIP	894389

12.0	INSPECTION POLICIES, HOUSING QUALITY STANDARDS	<u>894389</u>
12.1	TYPES OF INSPECTIONS	<u>894389</u>
12.2	OWNER AND FAMILY RESPONSIBILITY	<u>904390</u>
12.3	HOUSING QUALITY STANDARDS (HQS) 24 CFR 982.401	<u>914391</u>
12.4	LEAD-BASED PAINT REQUIREMENTS AND RESPONSIBILITIES	<u>984398</u>
12.5	EXCEPTIONS TO THE HQS ACCEPTABILITY CRITERIA.....	<u>10643106</u>
12.6	TIME FRAMES AND CORRECTIONS OF HQS FAIL ITEMS.....	<u>10643106</u>
12.7	EMERGENCY FAIL ITEMS.....	<u>10843108</u>
12.8	ABATEMENT	<u>10843108</u>
14.0	RECERTIFICATION.....	<u>11243112</u>
14.0.1	CHANGES IN LEASE OR RENT	<u>11243112</u>
14.1	ANNUAL REEXAMINATION	<u>11343113</u>
14.1.1	<i>EFFECTIVE DATE OF RENT CHANGES FOR ANNUAL REEXAMINATIONS</i>	<u>11443114</u>
14.1.2	<i>MISSED APPOINTMENTS</i>	<u>11543115</u>
14.2	INTERIM REEXAMINATIONS.....	<u>11543115</u>
14.2.1	<i>SPECIAL REEXAMINATIONS</i>	<u>11743117</u>
14.2.2	<i>EFFECTIVE DATE OF RENT CHANGES DUE TO INTERIM OR SPECIAL REEXAMINATIONS</i> <i>11743117</i>	
14.3	HOUSING AUTHORITY MISTAKES IN CALCULATING RENT	<u>11743117</u>
15.0	TERMINATION OF ASSISTANCE TO THE FAMILY BY THE CFHA	<u>11843118</u>
16.0	COMPLAINTS, INFORMAL REVIEWS FOR APPLICANTS, INFORMAL HEARINGS FOR PARTICIPANTS.....	<u>12043120</u>
16.1	COMPLAINTS	<u>12043120</u>
16.2	INFORMAL REVIEW FOR THE APPLICANT	<u>12143121</u>
16.3	INFORMAL HEARINGS FOR PARTICIPANTS.....	<u>12343123</u>
17.0	TERMINATION OF THE LEASE AND CONTRACT.....	<u>12843128</u>
17.1	VAWA PROTECTIONS	<u>13343133</u>
17.2	VERIFICATION OF DOMESTIC VIOLENCE, DATING VIOLENCE OR STALKING.....	<u>13443134</u>
17.3	CONFIDENTIALITY	<u>13543135</u>
18.0	CHARGES AGAINST THE SECTION 8 ADMINISTRATIVE FEE RESERVE	<u>13643136</u>
19.0	INTELLECTUAL PROPERTY RIGHTS	<u>13643136</u>
20.0	CFHA OWNED HOUSING.....	<u>13643136</u>
21.0	QUALITY CONTROL OF SECTION 8 PROGRAM.....	<u>13743137</u>
24.0	CONDUCTING BUSINESS IN ACCORDANCE WITH CORE VALUES AND ETHICAL STANDARDS	<u>13843138</u>
24.1	PURPOSE	<u>13843138</u>
24.2	CONFLICT OF INTEREST.....	<u>13843138</u>

If HUD awards funding that is targeted for families with specific characteristics or families living in specific units, the CFHA will use the assistance for those families. If this occurs, the CFHA will maintain records demonstrating that these targeted housing choice vouchers were used appropriately. When one of these targeted vouchers turns over, the voucher shall be issued to applicants with the same specific characteristic as the targeted program describes.

5.2 *PREFERENCES*

Consistent with the CFHA Agency Plan, the CFHA will select families based on the following preferences based on local housing needs and priorities. They are consistent with the CFHA's Agency Plan and the Consolidated Plan that covers our jurisdiction.

- A. First Preference – Applicants will be accepted from both residents and non-residents.
- B. Second Preference – HOMELESS FAMILY: The CFHA has a limited number of voucher assistance (four Vouchers) and this form of assistance is offered based on availability. An applicant family qualifies for the homeless family preference based on the following criteria:
 - (a) (1) an individual or family who lacks a fixed, regular, and adequate nighttime residence;
 - (2) an individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - (3) an individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including hotels and motels paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, congregate shelters and transitional housing);
 - (4) an individual who resided in a shelter or place not meant for human habitation and who is exiting an institution where he or she temporarily resided;
 - (5) an individual or family who--
 - (A) will imminently lose their housing, including housing they own, rent, or live in without paying rent, are sharing with others, and rooms in hotels or motels not paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations or evidence by:

- (i) a court order resulting from an eviction action that notifies the individual or family that they must leave within fourteen (14) days;
- (ii) the individual or family having a primary nighttime residence that is a room in a hotel or motel and where they lack the resources necessary to reside there for more than fourteen (14) days;
or
- (iii) credible evidence indicating that the owner or renter of the housing will not allow the individual or family to stay for more than fourteen (14) days, and any oral statement from an individual or family seeking homeless assistance that is found to be credible shall be considered credible evidence for purpose of this clause;

(B) has no subsequent residence identified; and

(C) lacks the resources or support networks needed to obtain other permanent housing; and

(6) unaccompanied youth and homeless families with children and youth defined as homeless under other Federal statutes who—

(A) have experienced a long term period without living independently in permanent housing,

(B) have experienced persistent instability as measured by frequent moves over such period and

(C) can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment.

(b) Domestic Violence and Other Dangerous or Life-Threatening Conditions – Notwithstanding any other provisions of this section, the Secretary shall consider to be homeless any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions in the individual's or family's current housing situation, including where the health and safety of

children are jeopardized, and who have no other residence and lack the resources or support networks to obtain other permanent housing.

A "homeless family" does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or State Law.

The CFHA will not deny a local preference, nor otherwise exclude or penalize a family in admission to the program, solely because the family resides in public housing.

5.2.1 HOUSING FOR KATRINA VICTIMS

In the case of a federally declared disaster, the CFHA reserves the right for its Executive Director to suspend its preference system with whatever duration the Executive Director feels is appropriate and to admit victims of the disaster to the program instead of those who would be normally admitted. Any other provisions of this policy can also be suspended during the emergency at the discretion of the Executive Director so long as such suspension does not violate a law. If regulatory waivers are necessary, they shall be promptly requested of the HUD Assistant Secretary for Public and Indian Housing

5.3 SELECTION FROM THE WAITING LIST

The date and time of application will be utilized to determine the sequence within the above-prescribed preferences.

Notwithstanding the above, if necessary to meet the statutory requirement that 75% of newly admitted families in any fiscal year be families who are extremely low-income (unless a different target is agreed to by HUD), the CFHA retains the right to skip higher income families on the waiting to reach extremely low-income families. This measure will only be taken if it appears the goal will not otherwise be met. To ensure this goal is met, the Housing Authority will monitor incomes of newly admitted families and the income of the families on the waiting list.

If there are not enough extremely low-income families on the waiting list, we will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

Newly admitted families to the Section 8 housing program who are also active applicants on the Conventional waiting list will be notified in writing of the removal from the Conventional waiting list and will be given the opportunity to request an informal review. The notice will state that they will

Section 8 Administrative Plan



PINAL COUNTY

WIDE OPEN OPPORTUNITY

Pinal County Housing Department

July 25, 2018

Contents

INTRODUCTION	5
1.0 EQUAL OPPORTUNITY	5
1.1. Fair Housing.....	5
1.2. Reasonable Accommodation.....	6
1.3. Special Housing Types:	8
1.4. Communication.....	9
1.5. Services for Limited English Proficiency	9
1.6. Family/Owner Outreach.....	11
1.7. Right to Privacy	11
1.8. Required Postings	11
1.9. Medical Marijuana Use as a Reasonable Accommodation.....	12
2.0 PCHD/OWNER RESPONSIBILITY/OBLIGATION OF THE FAMILY	13
2.1 PCHD RESPONSIBILITIES	13
2.2 OWNER RESPONSIBILITY	15
2.3 CRIME-FREE HOUSING.....	17
2.4 OBLIGATIONS OF THE PARTICIPANT	18
3.0 ELIGIBILITY FOR ADMISSION.....	24
3.2. ELIGIBILITY CRITERIA.....	24
4.0 MANAGING THE WAITING LIST	34
4.1. Opening and Closing the Waiting List.....	34
4.2. Taking Applications.....	34
4.3. Organization of the Waiting List	36
4.4. Family Breakup.....	37
4.5. Families Nearing the Top of the Waiting List	38
4.6. Missed Appointments	38
4.7. Purging the Waiting List.....	39
4.8. Removal of Applicants from the Waiting List.....	39
4.9. Grounds For Denial.....	40
4.10. Notification of Negative Actions	44
4.11. Informal Review	44
5.0 SELECTING FAMILIES FROM THE WAITING LIST	46
5.1. WAITING LIST ADMISSIONS AND SPECIAL ADMISSIONS	46
5.2. PREFERENCES	46
5.3. SELECTION FROM THE WAITING LIST	47
5.4. AID TO VICTIMS OF HURRICANE KATRINA/RITA	48

6.0 ASSIGNMENT OF BEDROOM SIZES	49
6.1. BRIEFING	53
6.2. PACKET	54
6.3. ISSUANCE OF VOUCHER.....	55
6.4. REFUSAL OF THE VOUCHER BY THE FAMILY	56
6.5. TERM OF THE VOUCHER	56
6.6. APPROVAL TO LEASE A UNIT	58
6.7. CARETAKER FOR CHILDREN.....	61
6.8. PCHD DISAPPROVAL OF OWNER.....	62
6.9. INELIGIBLE/ELIGIBLE HOUSING	64
6.10. SECURITY DEPOSIT.....	66
6.11. LIVE-IN AIDE	66
7.0 MOVES WITH CONTINUED ASSISTANCE	67
7.1 When a Family May Move	68
7.2 Overlapping Of The HAP When A Family Moves.....	69
7.3 Procedures Regarding Family Moves	69
7.4 Damages Above and Beyond Normal Wear and Tear and Unpaid Utilities at Move Out.....	70
8.0 PORTABILITY	71
8.1. General Policies of PCHD	71
8.2. Income Eligibility	72
8.3. Portability Procedures.....	72
8.4. Portability for Special Purpose Vouchers	81
9.0 DETERMINATION OF FAMILY INCOME	81
9.1 Income, Exclusions From Income, Deductions From Income.....	81
9.2 Income.....	81
9.3 Exclusions From Income	86
9.4 Deductions from Annual Income.....	92
9.5 Receipt of A Letter Or Notice From HUD Concerning Income	94
9.6 Cooperating With Welfare Agencies	95
10.0 VERIFICATION	95
10.1. ACCEPTABLE METHODS OF VERIFICATION.....	96
10.2. TYPES OF VERIFICATION	102
10.3. VERIFICATION OF CITIZENSHIP OR ELIGIBLE NONCITIZEN STATUS.....	107
10.4. VERIFICATION OF SOCIAL SECURITY NUMBERS	108
10.5. TIMING OF VERIFICATION	109
10.6. FREQUENCY OF OBTAINING VERIFICATION	109

10.7. EIV DECEASED TENANT REPORT	109
10.8. RESOLVING DISCREPANCIES	109
11.0 RENT AND HOUSING ASSISTANCE PAYMENT	111
11.1. Rent Reasonableness.....	111
11.2. Comparability	111
11.3. Maximum Subsidy	112
11.4. Setting the Payment Standard	112
11.4.1. Selecting the Correct Payment Standard for a Family	114
11.4.2. Area Exception Rents.....	116
11.4.3. Applying the Annual FMR Change After Published by HUD	117
11.5. Assistance and Rent Formulas	117
11.6. Utility Allowance.....	120
11.7. Distribution of Housing Assistance Payment	121
11.8. Change of Ownership	122
11.9. Protecting Tenants at Foreclosure Act	123
11.10. New Owner Information	124
11.11. HAP Payments at Contract End	124
12.0 INSPECTION POLICIES, HOUSING QUALITY STANDARDS, AND DAMAGES	125
12.1. Types of Inspections	127
12.2. Owner and Family Responsibility.....	128
12.3. Mold.....	130
12.4. Housing Quality Standards	131
12.5. Lead Based Paint.....	136
12.6. Exceptions to the HQS Acceptability Criteria	144
12.7. Corrections of HQS Fail Items and Time Frames for Corrections	144
12.8. Emergency Fail Items	146
12.9. Abatement.....	148
12.10. Verify Correction of HQS Deficiencies.....	149
12.11. Inspections and Bed Bugs	152
13.0 OWNER CLAIMS FOR DAMAGES, UNPAID RENT, AND VACANCY LOSS AND PARTICIPANT'S ENSUING RESPONSIBILITIES	152
13.2 PARTICIPANT RESPONSIBILITIES.....	153
14.0 RECERTIFICATION	154
14.1. EFFECTIVE DATE OF RENT CHANGES FOR ANNUAL REEXAMINATIONS	154
14.2. MISSED APPOINTMENTS	155
14.3. INTERIM EXAMINATIONS §982.516	155
14.4 CHANGE REPORTS AND REQUIRED DOCUMENTATION.....	158

14.5. EFFECTIVE DATE OF RENT CHANGES DUE TO INTERIM RECERTIFICATION	158
14.6. SPECIAL REEXAMINATIONS.....	160
14.7. ZERO INCOME/INSUFFICIENT INCOME REPORTNG.....	160
14.8. UNREPORTED INCOME	161
15.0 COOPERATING WITH LAW ENFORCEMENT AGENCIES	162
16.0 TERMINATION OF ASSISTANCE TO THE FAMILY BY PCHD	163
16.1. EIV DECEASED TENANT REPORT	163
16.2. TERMINATION.....	163
16.3. NOTICE OF TERMINATION OF ASSISTANCE.....	167
16.4. IF TERMINATION IS DUE TO A DISABLED FAMILY MEMBER	167
16.5. DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING	167
16.6. VAWA CONFIDENTIALITY	170
17.0 COMPLAINTS, INFORMAL REVIEWS FOR APPLICANTS, INFORMAL HEARINGS FOR PARTICIPANTS	171
17.1 COMPLAINTS.....	171
17.2 INFORMAL REVIEW FOR THE APPLICANT.....	171
17.3 INFORMAL HEARINGS FOR PARTICIPANTS.....	173
18.0 TERMINATION OF THE LEASE AND CONTRACT.....	178
18.1 TERMINATION OF THE LEASE.....	178
18.2 TERMINATION OF THE CONTRACT	179
18.3 TERMINATION OF CONTRACTS DUE TO INSUFFICIENT FUNDING.....	181
19.0 Intellectual Property Rights	183
20.0 Monitoring Program Performance	183
21.0 Conducting Business in Accordance With Core Values and Ethical Standards.....	186
21.1 PURPOSE.....	186
21.2 FRAUD PREVENTION AND AWARENESS	186
21.3 CONFLICT OF INTEREST	186
21.4 Prohibition of Solicitation or Acceptance of Gifts.....	187
21.5 PCHD Administrative and Disciplinary Remedies for Violation of this Code of Conduct.....	187
22.0 Repayment Agreements.....	187
23.0 Support for Armed Forces	188
24.0 Fraud.....	189
25.0 Quality Control of Housing Choice Voucher Program	189
26.0 Cost Saving Possibilities PIH 2009-44.....	190
27.0 APPENDIX A - CALCULATION FORMULAS	194
27.1. ANNUAL INCOME	194
27.2. CALCULATING UNREPORTED INCOME /RETRO PAYMENTS	204

- B. If the denial is based on criminal activity, PCHD will provide the subject an opportunity to dispute the record/information. If the applicant/tenant fails to submit a written request for review within fifteen business days from receipt of his/her notification of ineligibility, or if the denial/termination is upheld, the applicant will be denied assistance.
- C. The informal review may be conducted by any person designated by PCHD, other than a person who made or approved the decision under review or subordinate of this person. The applicant will be given the opportunity to present written objections to PCHD's decision. PCHD must notify the applicant of the final decision within 14 calendar days after the informal review, including a brief statement of the reasons for the final decision.
- D. The applicant may request that PCHD provide for an Informal review after the family has notification of an INS decision on their citizenship status on appeal, or in lieu of request of appeal to the INS. The applicant must make this request within 30 calendar days of receipt of the Notice of Denial or Termination of Assistance, or within 30 calendar days of receipt of the INS appeal decision.

For the participant families, the Informal Hearing Process above will be utilized with the exception that the participant family will have up to 30 calendar days of receipt of the Notice of Denial or Termination of Assistance, or of the INS appeal decision.

An applicant's voluntary withdrawal is not subject to an informal review or appeal process

E. When the Applicant Does Not Appear

When an informal or formal hearing is scheduled and the applicant has been notified of the date and time and does not attend the hearing or call to notify PCHD of a problem, the decision will default on behalf of PCHD.

If the applicant provides proof of an emergency that precluded attendance at the hearing, at the discretion of PCHD, the hearing may be rescheduled.

PCHD will reschedule an informal hearing one time with reasonable cause. If the second scheduled hearing is not attended, the denial or termination will stand and the appeal period will expire.

CHRONICALLY HOMELESS A person who is “chronically homeless” is or can be; an unaccompanied homeless individual with a disabling condition; children (with disabilities and without disabilities) who are homeless with their parents; parents (with disabilities and without disabilities) who are homeless and who have children with them; youth on their own without disabilities; unaccompanied individuals without disabilities; unaccompanied individuals who are unwilling to be declared disabled. Can include a person, who has completed a preliminary stay in a short-term treatment facility (this participant would retain the status of “chronically homeless” as long as they “entered” into the treatment program while meeting the definition of “chronically homeless”). And

- has either been continuously homeless for six (6) months or more, OR has had at least two (2) episodes of homelessness in the past three (3) years.

- has a primary nighttime residence that is a supervised publicly or privately operated shelter designed to provide temporary living accommodations including:

- welfare hotels: congregate shelters; transitional housing for the mentally ill; an institution that provides a temporary residence for individuals intended to be institutionalized; a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

Citizen: A citizen or national of the United States.

Code of Federal Regulations: (CFR). Commonly referred to as "the regulations". The CFR is the compilation of federal rules that are first published in the Federal Register and define and implement a statute.

Co-Head: An individual in the household who is equally responsible with the head of household for ensuring that the family fulfills all of its responsibilities under the program, but who is not a spouse. A family can have only one co-head.

Common Space: In shared housing: Space available for use by the assisted family and other occupants of the unit.

Congregate Housing: Housing for elderly or persons with disabilities that meets the HQS for congregate housing.

Consent Form: Any consent form approved by HUD to be signed by assistance applicants and participants for the purpose of obtaining income information from employers and SWICAs, and other information sources, return information from the Social Security Administration, and return information for unearned income from the Internal Revenue Service. The consent forms may authorize the collection of other information from

assistance applicants or participant to determine eligibility or level of benefits.

Consolidated Annual Contribution Contract: (*Consolidated ACC*) See 24 CFR 982.151.

Consumer Price Index: (CPI). The CPI is published monthly by the Department of Labor as an inflation indicator.

Contiguous MSA: An MSA which shares a common boundary with another MSA.

Continuously Assisted: An applicant is continuously assisted under the 1937 Housing Act if the family is already receiving assistance under any 1937 Housing Act program when the family is admitted to the Voucher Program. The family must be currently on a program in order to be considered for continuous assistance. If a family is not receiving assistance for any length of time, it is no longer considered continuously assisted. If a family is receiving public housing assistance and reaches the top of the Housing Choice Voucher waiting list, eligibility (except for income) will apply, including a criminal background check. A family will not be admitted to a program to avoid eviction or termination from a different HUD-funded program.

Cooperative: Housing owned by a non-profit corporation or association, and where a member of the corporation or association has the right to reside in a particular apartment, and to participate in management of the housing.

Cost of Living Adjustment: (COLA). Published increases or decreases to be used for adjusting, Social Security, and Veteran's Benefits income amounts.

Covered Families: Families who receive welfare assistance or other public assistance benefits ("welfare benefits") from a State or other public agency ("welfare agency") under a program for which Federal, State, or local law requires that a member of the family must participate in an economic self-sufficiency program as a condition for such assistance.

Dating Violence: [as defined in Section 40002 (a) (8) of VAWA 1994]: means violence committed by a person—

- a. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- b. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - i. The length of the relationship.
 - ii. The type of relationship.

iii. The frequency of interaction between the persons involved in the relationship.

Decent, Safe, and Sanitary: Housing is decent, safe, and sanitary if it satisfies the applicable housing quality standards.

Department: The Department of Housing and Urban Development.

Dependent: A member of the family (except foster children and foster adults) other than the family head, spouse or co-head, who is under 18 years of age, or is a person with a disability, or is a full-time student (full-time student can be an adult, but not the head or household or spouse).

Delay (In the Provision of Assistance to Non-Citizens): Assistance to an applicant may be delayed until after the conclusion of the INS appeal process, but not denied until after the conclusion of PCHD informal hearing process.

Disability Assistance Expenses: Reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care and auxiliary apparatus for a disabled family member and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source.

The deduction is equal to the amount by which the cost exceeds 3% of the family's annual income. The deduction may not exceed the earned income received by the family member who is enabled to work as a result of this expense.

Disabled Family: A family whose head, spouse, co-head, or sole member is a person with disabilities; two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides. (24 CFR 5.403(b)) (Also see "person with disabilities.") For purposes of qualifying for low-income housing, any family member who is disabled will qualify the family under this category.

DISABLED PERSON A person who is any of the following:

- A person who has a disability as defined in section 223 of the Social Security Act. (42U.S.C.423).

- A person who has a physical, mental, or emotional impairment that is expected to be of long continued and indefinite duration; substantially impedes his or her ability to live independently; and is of such a nature that ability to live independently could be improved by more suitable housing conditions.

- A person who has a developmental disability as defined in section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(7)).

Disaster Voucher Program: Housing Choice Voucher assistance program for families displaced by Hurricanes Katrina and Rita. Program is for 18 months or the end of funding, whichever comes first.

Displaced Family: A family in which each member, or whose sole member, is a person displaced by governmental action (such as urban renewal), or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws. The application for assistance must be received no later than 30 days after the action that caused the person or family to be displaced. (24 CFR 5.403(b))

Displaced Homemaker: someone who has been providing unpaid services to family members in the home and who has been dependent on the income of another family member but is no longer supported by that income; and is unemployed or underemployed, and is experiencing difficulty in obtaining or upgrading employment. The person has spent at least five years as an unpaid homemaker. Circumstances leading a homemaker to be displaced include death, divorce, separation, or abandonment.

Displaced Person: A person displaced by governmental action (such as urban renewal), or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.

Domestic Violence: [as defined in Section 40002 (a) (6) of VAWA 1994]: – includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Domicile: The legal residence of the household head, spouse or co-head as determined in accordance with State and local law.

Drug Related Criminal Activity: Illegal use or personal use of a controlled substance, and the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use, of a controlled substance.

Drug Trafficking: The illegal manufacture, sale, or distribution, or the possession with intent to manufacture, sell, or distribute, of a controlled substance.

Economic Self-sufficiency Program: Any program designed to encourage, assist, train, or facilitate the economic independence of HUD-assisted families or to provide work for such families. These programs include programs for job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, and any program necessary to ready a participant for work (including a substance abuse or mental health treatment program), or other work activities.

Enterprise Income Verification System: HUD Web-based system to be used as sole-source of household income verification. In place to assist housing authorities to identify unreported income and to verify client-provided information.

Elderly Family: A family whose head, spouse, or sole member is a person who is at least 62 years of age; or two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides.

Elderly Person: A person who is at least 62 years of age.

Evidence (Credible): Credible Evidence includes, but is not limited to, evidence obtained from police and/or court records. Testimony from neighbors, when combined with other factual evidence, can be considered credible evidence. Other credible evidence includes, but is not limited to, documentation of drug raids, police reports, witness statements, or arrest warrants. (PIH Notice 2015-19)

Evidence (Preponderance): Preponderance of Evidence is defined as evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not. The intent is not to prove criminal liability, but to establish that the act(s) occurred, thus making the participant unsuitable for admission or continued occupancy/assistance.

Evidence of Citizenship or Eligible Status: The documents that must be submitted to evidence citizenship or eligible immigration status.

Exception Rent: An amount that exceeds the published fair market rent.

EXCESS MEDICAL EXPENSES Any medical expenses incurred by elderly or disabled families only in excess of 3% of Annual Income that are not reimbursable from any other source.

Extremely Low-income Families: Those families whose incomes do not exceed the higher of 30% of the median income for the area, as determined by HUD, with adjustments for smaller and larger families, or the Federal poverty level, except that HUD may establish income ceilings higher or lower than 30% of the median income for the area if HUD finds that such variations are necessary because of unusually high or low family incomes.

Fair Housing Act: Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988 (42 U.S.C. 3601 et seq.).

Fair Market Rent (FMR): The rent, including the cost of utilities (except telephone), as established by HUD for units of varying sizes (by number of bedrooms), that must be paid in the housing market area to rent privately owned, existing, decent, safe and sanitary rental housing of modest (non-luxury) nature with suitable amenities. FMRs are published periodically in the Federal Register.

Family: *Family* includes, but is not limited to the following, regardless of actual or perceived sexual orientation, gender identity, or marital status:

- a. A family with or without children (the temporary absence of a child from the home due to placement in foster care shall not be considered in determining family composition and family size);
- b. An elderly family;
- c. A near-elderly family;
- d. A disabled family;
- e. A displaced family;
- f. The remaining member of a tenant family;
- g. A single person who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family, or
- h. Two or more persons who are not so related but who live together in a stable relationship and share resources. (24 CFR §5.403)

Family Members: include all household members except live-in aides, foster children, and foster adults. All family members permanently reside in the unit, though they may be temporarily absent. All family members are listed on the HUD-50058.

Family Self-Sufficiency Program (FSS program): The program established by a PCHD to promote self-sufficiency of assisted families, including the coordination of supportive services (42 U.S.C. 1437u).

Family Share: The portion of rent and utilities paid by the family.

Family Unit Size: The appropriate number of bedrooms for a family as determined by PCHD under PCHD's subsidy standards.

FMR/Exception Rent Limit: The Housing Choice Voucher existing housing fair market rent published by HUD headquarters, or any exception rent. For a tenancy in the Voucher Program, PCHD may adopt a payment standard up to the FMR/exception rent limit.

FOSTER CHILD CARE PAYMENT: Payment to eligible households by state, local, or private agencies appointed by the state, to administer payments for the care of foster children.

FULL-TIME STUDENT: A person who is attending school or vocational training on a fulltime basis as defined by the institution.

FUNDING INCREMENT Each commitment of budget authority by HUD to a PHA under the consolidated annual contributions contract for the PHA program.

Gross Rent: The sum of the rent to the owner plus any utilities.

Group Home: A dwelling unit that is licensed by a State as a group home for the exclusive residential use of two to twelve persons who are elderly or persons with disabilities (including any live-in aide).

Guest: a person temporarily staying in the unit with the consent of a member of the household who has express authority to give consent. The participant must receive written permission from the Landlord to have any guest temporarily stay in the unit. A copy of the written permission will be provided to PCHD. With the Landlord's consent, a guest can remain in the assisted unit no longer than a total of 14 days in any 12-month period. Children who are subject to a joint custody arrangement or for whom a family has visitation privileges, that are not included as a family member because they live outside of the assisted household more than 50 percent of the time, are not subject to the time limitations of guests as described above. . The assisted family will not receive deductions based on a temporary arrangement. A family may request an exception in writing to this policy for valid reasons (e.g., care of a relative recovering from a medical procedure is expected to last 30 consecutive days). An exception will not be made unless the family can identify and provide documentation of the residence to which the guest will

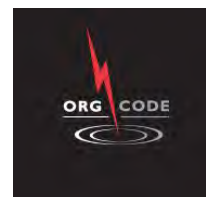
**Vulnerability Index -
Service Prioritization Decision Assistance Tool
(VI-SPDAT)**

Prescreen Triage Tool for Families

AMERICAN VERSION 2.0

©2015 OrgCode Consulting Inc. and Community Solutions. All rights reserved.
1 (800) 355-0420 info@orgcode.com www.orgcode.com

**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-spdatt/

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 _____	<input type="checkbox"/> Team <input type="checkbox"/> Staff <input type="checkbox"/> 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 <input type="checkbox"/> Yes <input type="checkbox"/> No	
PARENT 2	<input type="checkbox"/> No second parent currently part of the household		
	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 <input type="checkbox"/> Yes <input type="checkbox"/> No
IF EITHER HEAD OF HOUSEHOLD IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1.			SCORE: <div style="border: 1px solid white; width: 50px; height: 20px; margin: 0 auto;"></div>

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 you when you get housed? _____ Refused
3. **IF HOUSEHOLD INCLUDES A FEMALE:** Is any member of the family currently pregnant? Y N Refused
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**.

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:**

6. How long has it been since you and your family lived in permanent stable housing? _____ 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:**

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 health crisis, family/intimate violence, distress centers and suicide prevention hotlines? Refused
- e) Talked to police because they witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told them that they 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:

- 9. Have you or anyone in your family been attacked or beaten up since they've become homeless? **Y** N Refused
- 10. Have you or anyone in your family threatened to or tried to harm themselves 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:

- 11. Do you or anyone in your family have any legal stuff going on 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? **Y** N Refused

IF "YES," THEN SCORE 1 FOR LEGAL ISSUES.

SCORE:

- 12. Does anybody force or trick you or anyone in your family to do things that you do not want to do? **Y** N Refused
- 13. Do you or anyone in your family ever do things that may be 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? **Y** N Refused

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

SCORE:

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:**

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:**

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:**

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:**

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:**

VULNERABILITY INDEX - SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (VI-SPDAT)

FAMILIES

AMERICAN VERSION 2.0

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:

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:

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:

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:

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:

E. Family Unit

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

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

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

SCORE:

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

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

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

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

SCORE:

37. Have the members of your family changed in the last 180 days, 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? **Y** N Refused

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

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

SCORE:

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

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:** Do your older kids spend 2 or more hours on a typical day helping their younger sibling(s) with things like getting ready for school, helping with homework, making them dinner, bathing them, or anything like that? **Y** N N/A or Refused

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

SCORE:

Scoring Summary

DOMAIN	SUBTOTAL	RESULTS
PRE-SURVEY	/2	Score: Recommendation: 0-3 no housing intervention 4-8 an assessment for Rapid Re-Housing 9+ an assessment for Permanent Supportive Housing/Housing First
A. HISTORY OF HOUSING & HOMELESSNESS	/2	
B. RISKS	/4	
C. SOCIALIZATION & DAILY FUNCTIONS	/4	
D. WELLNESS	/6	
E. FAMILY UNIT	/4	
GRAND TOTAL:	/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 _____
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?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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

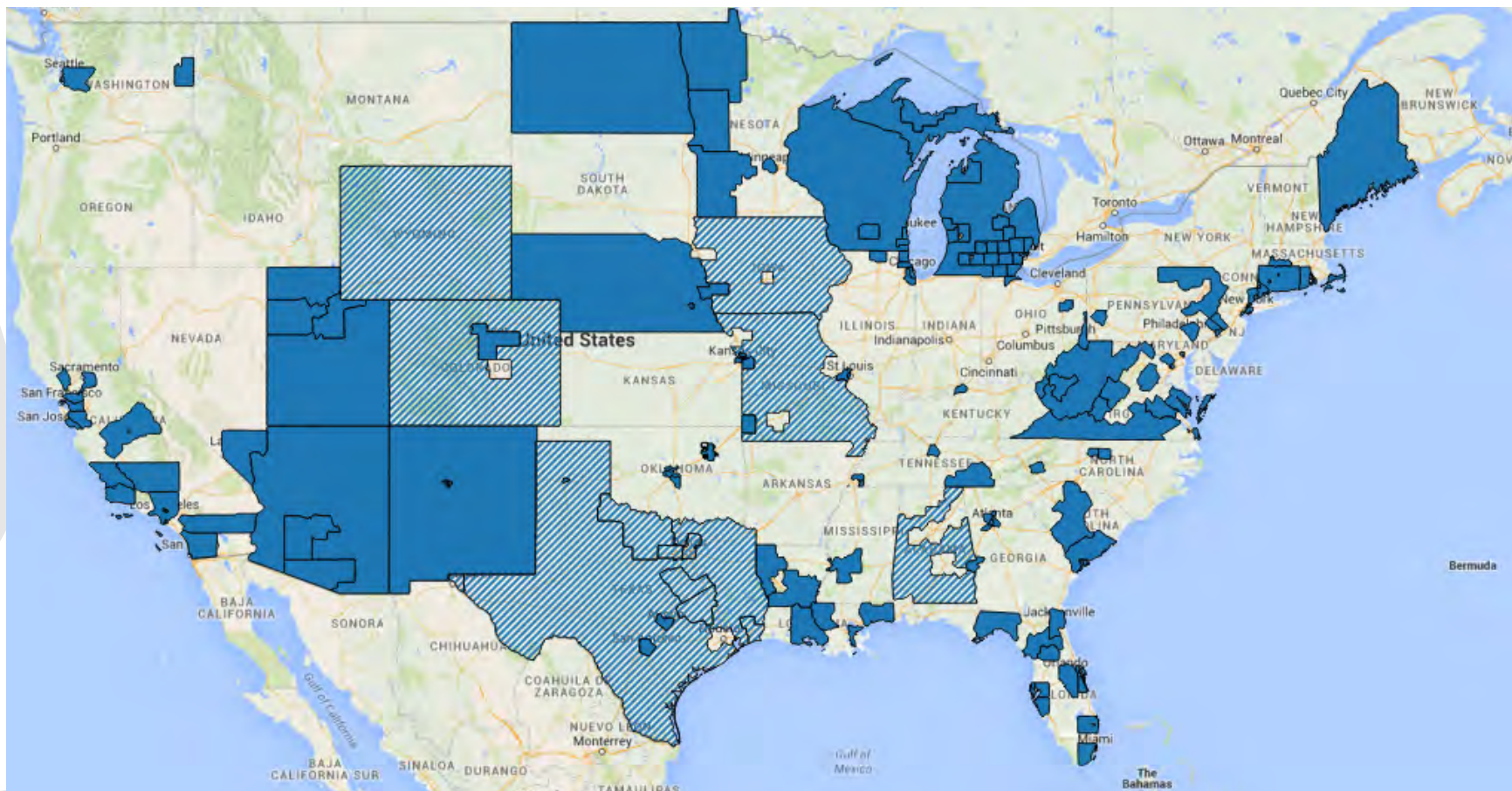
Version 2 builds upon the success of Version 1 of the VI-SPDAT with some refinements. Starting in August 2014, a survey was launched of existing VI-SPDAT users to get their input on what should be amended, improved, or maintained in the tool. Analysis was completed across all of these responses. Further 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

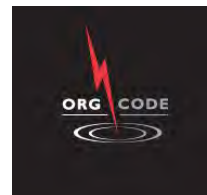
**Vulnerability Index -
Service Prioritization Decision Assistance Tool
(VI-SPDAT)**

Prescreen Triage Tool for Single Adults

AMERICAN VERSION 2.01

©2015 OrgCode Consulting Inc. and Community Solutions. All rights reserved.
1 (800) 355-0420 info@orgcode.com www.orgcode.com

**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-spdatt/

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

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

Administration

Interviewer's Name _____	Agency _____	<input type="checkbox"/> Team <input type="checkbox"/> Staff <input type="checkbox"/> 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 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 DD/MM/YYYY ___/___/____	Age _____	Social Security Number _____
		Consent to participate <input type="checkbox"/> Yes <input type="checkbox"/> No

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

SCORE:

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:

2. How long has it been since you lived in permanent stable housing? _____

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:

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:

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:

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:

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:

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:

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:

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:

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:

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:

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:

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:

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

SCORE:

VULNERABILITY INDEX - SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (VI-SPDAT)

SINGLE ADULTS

AMERICAN VERSION 2.01

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:

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:

Scoring Summary

DOMAIN	SUBTOTAL	RESULTS
PRE-SURVEY	/1	Score: Recommendation: 0-3: no housing intervention 4-7: an assessment for Rapid Re-Housing 8+: an assessment for Permanent Supportive Housing/Housing First
A. HISTORY OF HOUSING & HOMELESSNESS	/2	
B. RISKS	/4	
C. SOCIALIZATION & DAILY FUNCTIONS	/4	
D. WELLNESS	/6	
GRAND TOTAL:	/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 _____
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?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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
- legal status in country
- children that may reside with the adult at some point in the future
- ageing out of care
- income and source of it
- safety planning
- mobility issues
- current restrictions on where a person can legally reside

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 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

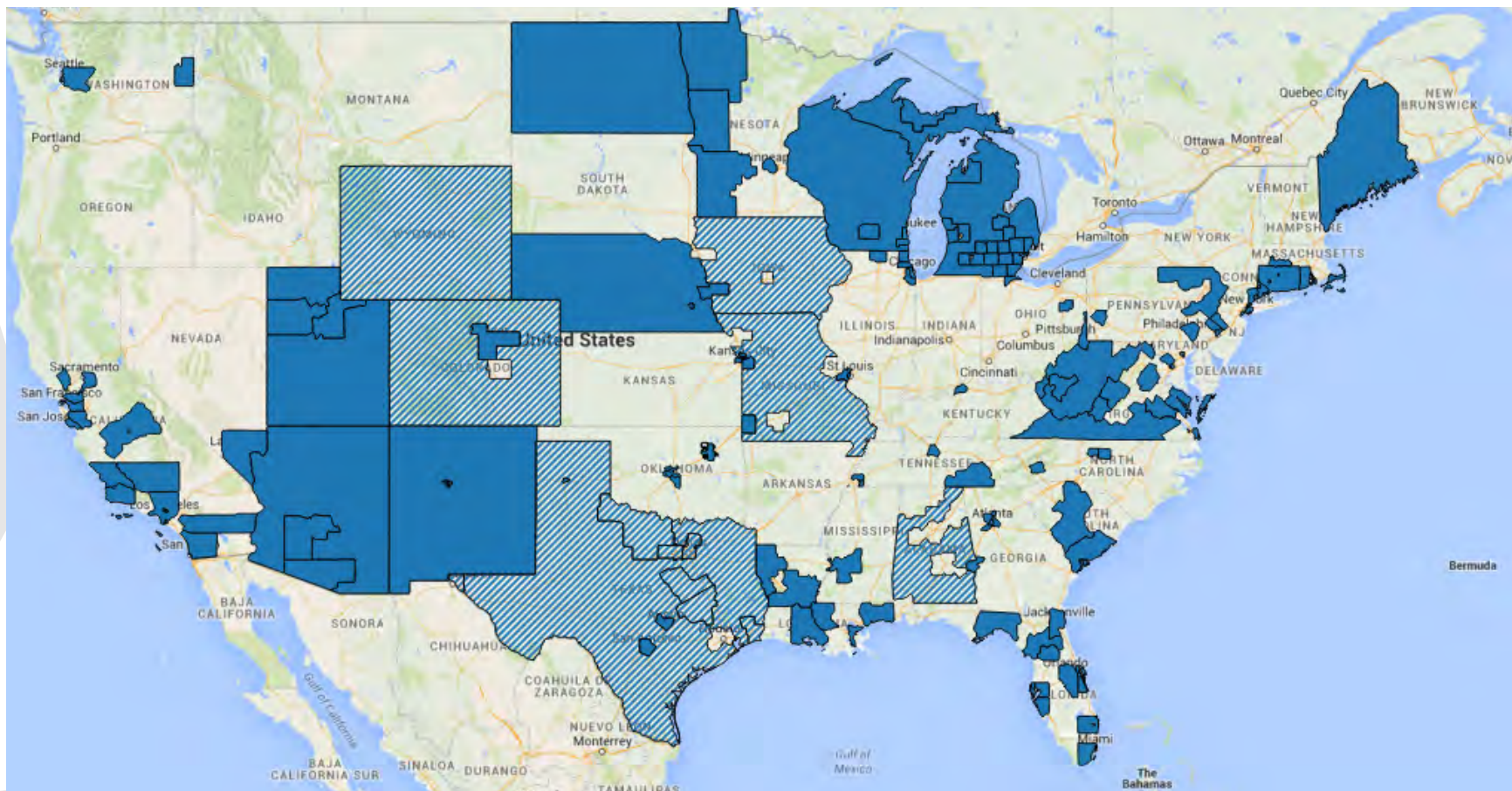
Version 2 builds upon the success of Version 1 of the VI-SPDAT with some refinements. Starting in August 2014, a survey was launched of existing VI-SPDAT users to get their input on what should be amended, improved, or maintained in the tool. Analysis was completed across all of these responses. Further 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).

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



Arizona Department of Housing 2019 Information Bulletin

REGARDING PROGRAMS: Balance of State Continuum of Care

REGARDING FUNDING SOURCES: HUD McKinney-Vento Continuum of Care

INFORMATION BULLETIN No. 35-19

ISSUED: September 9, 2019

RE: 2019 HUD Continuum of Care NOFA related to the Balance of State Continuum of Care (AzBoSCoC)

The Arizona Department of Housing as the Collaborative Applicant for the AZ Balance of State Continuum of Care, is pleased to announce that all renewal project applications and the following bonus/DV-bonus applications have been accepted for submission as part of the Arizona Balance of State Continuum of Care submission in response to the 2019 HUD Continuum of Care Notice Of Funding Availability (NOFA) (FR-6300-N-25):

- 1) Against Abuse, Inc. - DV RRH -Pinal County
- 2) Kingman Aid to Abused People-Rapid Rehousing for Abused People DV-RRH - Mohave County
- 3) Community Bridges, Inc. – PSH—Gila County
Catholic Charities Community Services, Inc.- Sycamore Canyon Expansion
PSH—Mohave, Navajo and Yavapai Counties.
- 4) No projects were rejected or reduced in the system.
- 5) Please be advised that the ranking and review process is now underway and further notifications and status updates will be released as they become available.

1110 W. Washington, Suite 280 | Phoenix, AZ 85007
Telephone (602) 771-1000 | Facsimile (602) 771-1002 | TDY (602) 771-1001

<https://housing.az.gov>



Arizona Department of Housing 2019 Information Bulletin

REGARDING PROGRAMS: Balance of State Continuum of Care

REGARDING FUNDING SOURCES: HUD McKinney-Vento Continuum of Care

INFORMATION BULLETIN No. 35-19

ISSUED: September 9, 2019

RE: 2019 HUD Continuum of Care NOFA related to the Balance of State Continuum of Care (AzBoSCoC)

The Arizona Department of Housing as the Collaborative Applicant for the AZ Balance of State Continuum of Care, is pleased to announce that all renewal project applications and the following bonus/DV-bonus applications have been accepted for submission as part of the Arizona Balance of State Continuum of Care submission in response to the 2019 HUD Continuum of Care Notice Of Funding Availability (NOFA) (FR-6300-N-25):

- 1) Against Abuse, Inc. - DV RRH -Pinal County
- 2) Kingman Aid to Abused People-Rapid Rehousing for Abused People DV-RRH - Mohave County
- 3) Community Bridges, Inc. – PSH—Gila County
Catholic Charities Community Services, Inc.- Sycamore Canyon Expansion
PSH—Mohave, Navajo and Yavapai Counties.
- 4) No projects were rejected or reduced in the system.
- 5) Please be advised that the ranking and review process is now underway and further notifications and status updates will be released as they become available.

1110 W. Washington, Suite 280 | Phoenix, AZ 85007
Telephone (602) 771-1000 | Facsimile (602) 771-1002 | TDY (602) 771-1001

<https://housing.az.gov>



Arizona Department of Housing 2019 Information Bulletin

REGARDING PROGRAMS: Balance of State Continuum of Care

REGARDING FUNDING SOURCES: HUD McKinney-Vento Continuum of Care

INFORMATION BULLETIN No. 26-19

ISSUED: July 31, 2019

RE: 2019 HUD Continuum of Care NOFA related to the Balance of State Continuum of Care (AzBoSCoC)

Through the US Department of Housing and Urban Development (HUD) 2019 Continuum of Care Program Competition, the Arizona Department of Housing (ADOH) expects to conditionally allocate up to an estimated \$4.5 million through the Continuum of Care process to serve individuals and families experiencing homelessness in the AZ Balance of State Continuum of Care. This amount includes an estimated \$3.9 million in potential renewal existing grants, approximately \$195,000 for potential new/bonus project(s), and approximately \$382,000 for bonus projects that are dedicated to serve victims of domestic violence. Final award amounts will be based upon HUD funding availability as well as AZBoSCoC performance in the HUD Continuum of Care (CoC) competitive national funding process.

Eligible Applicants: Eligible renewal applicants are those current AZBoSCoC funded programs with grant expiration dates in calendar year 2020. Eligible applicants for new/bonus project funding including the DV bonus funding include any non-profits, and instrumentalities of state or local government regardless of prior CoC funding. All projects funded through the 2019 Balance of State Continuum of Care NOFA must be delivered and serve individuals experiencing homelessness in the Balance of State geographic area that includes the following thirteen counties:

Apache	Cochise
Coconino	Gila
Graham	Greenlee
La Paz	Mohave
Navajo	Pinal
Santa Cruz	Yavapai
Yuma	

The deadline for current sub-recipients to submit documents related to the renewal of individual project applications is **Wednesday, August 28, 2019**. New/bonus project applications including bonus/DV applications are due **Thursday, August 22, 2019**. All

materials must be submitted in the ADOH Special Needs portal by 5:00 pm on the due date. Documents related to the AzBoSCoC 2019 NOFA application process are on the ADOH Special Needs Continuum webpage at <https://housing.az.gov/documents-links/forms/special-needs-continuum>. It is the responsibility of sub-recipients and potential applicants for bonus projects to familiarize themselves with these documents. The 2019 CoC Application Instructions provides a complete overview of the process including required documents for each activity included in the overall process.

Proposed Balance of State Continuum of Care 2019 NOFA Process Timeline

Item	Due Date
Renewal Projects Self-Scoring Tool submitted through ADOH portal by 5:00 pm	8/22/2019
New/Bonus including DV Bonus and Reallocation applications submitted through ADOH portal by 5:00 pm	8/22/19
For Renewal Projects, Match Letters (Including HMIS Match Letter) and Certificates of Consistency with Consolidated Plan (as applicable), Drug Free Workplace, and Code of Conduct submitted through ADOH portal by 5:00 pm	8/28/19
Notification of acceptance of new or bonus/reallocation projects for submittal	8/30/19
New or Bonus/Reallocation projects submit additional required information if notified to do so	9/09/19
Notification of project acceptance renewal applications	9/09/19
Final Ranking and Review of all applications completed and, announcement made	9/11/19
AzBoSCoC submits application (Bonus/Reallocation, Renewal, Planning, and the AzBosCoC collaborative narrative) to HUD	9/30/19

All future notices regarding ranking, updates, FAQs, timelines, instructions or application materials will be noticed through additional ADOH bulletins. If you have immediate questions, please contact Ryan Vernick, Balance of State Continuum of Care Coordinator at:

Ryan Vernick
 Balance of State Continuum of Care Coordinator
 1110 W. Washington St., Suite 280, Phoenix, Arizona 85007
 ryan.vernick@azhousing.gov
 602.771.1017



1110 W. Washington, Suite 280 | Phoenix, AZ 85007
 Telephone (602) 771-1000 | Facsimile (602) 771-1002 | TDY (602) 771-1001

<https://housing.az.gov>

**2019 Arizona
Balance of State Continuum of Care
Overview of Process
For the Submittal of the Application
In Response to the 2019 HUD Continuum of Care NOFA**

The U.S. Department of Housing and Urban Development’s 2019 NOFA for Continuum of Care has been released. There are three parts to the HUD NOFA application that require information from applicants to the NOFA. The three parts are:

- The Arizona Department of Housing (ADOH) as the Collaborative Applicant for the AZ Balance of State Continuum of Care submits the combined application including all sections and AZBoSCoC narratives;
- Current sub-recipients with renewing projects complete information that will contribute to the scoring and ranking of the renewal projects; and
- New agencies and existing sub-recipients may submit applications for bonus funding made available through the NOFA. For 2019 both bonus and domestic violence bonus applications may be submitted.

It is very important that all agencies (sub-recipients and potential agencies) that wish to apply for funds read all of the AZ Balance of State Continuum of Care (AZBoSCoC) documents and the HUD NOFA documents to have a full understanding of the process.

GENERAL INFORMATION

FY2019 Funds Available:

AZBoSCoC 2018 Estimated Annual Renewal Demand (ARD)	\$3,912,060
Estimated Tier 1: (94% of ARD)	\$3,700,198
Estimated Tier 2: (6% of ARD)	\$ 211,862
 Estimated CoC Bonus Funding: (6% of FPRN*):	 \$ 195,603
 Estimated DV Bonus Project Funding (10% of PPRN*)	 \$ 382,146

**Final Pro Rata Need (FPRN) and Preliminary Pro Rata Need (PPRN).*

Please note that availability and amounts of all HUD Continuum of Care funding is contingent on overall AZBoSCoC performance and competitive scoring. HUD funding awarded through the 2019 NOFA process and results in a contract between HUD and Arizona Department of Housing (ADOH) as the AZBoSCoC Collaborative Applicant. ADOH will establish separate sub-recipient agreements based projects approved by HUD.

Information and Communication

There are numerous local and federal processes and deadlines involved in the 2019 AZBoSCoC NOFA process. It is important that applicants are familiar with these processes and timelines.

Failure to submit timely materials and documents not only can negatively affect project scoring, but it can negatively impact the overall AZBoSCoC Continuum of Care NOFA application.

IMPORTANT: THE ADOH BULLETINS AND WEBSITE POSTINGS ARE THE OFFICIAL METHOD FOR COMMUNICATION ABOUT THE 2019 NOFA. All notices, requests for information/applications, and other AZBoSCoC NOFA related information will be announced through the ADOH Bulletin process and posted here: <https://housing.az.gov/documents-links/publications>. If you do not currently receive the ADOH Bulletins in your e-mail, we strongly recommend that you join the mailing list through the link on this page:
<https://housing.az.gov/about/press-room/mailing-list>

All NOFA related applications, instructions, forms and other necessary materials will be posted at the Arizona Department of Housing “Special Needs-Continuum” website at: <https://housing.az.gov/documents-links/forms/special-needs-continuum>

HUD documents related to the NOFA can be found at this link:
<https://www.hudexchange.info/resource/5842/fy-2019-coc-program-nofa/>

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>

The main contact for all questions pertaining to the AZBoSCoC documents and application is Candee Stanton. Her telephone number is 602.881.6606 and her email address is candee.stanton@gmail.com. Ms. Stanton is an Independent Contractor that provides support to the AZBoSCoC process. She will respond to all emails and phone calls within one business day to ensure timely response to all inquiries. **It is your agency’s responsibility to check the ADOH website regularly for information and to communicate your questions through Candee.**

REQUIRED DOCUMENTS AND TIMELINES FOR APPLICANTS

The following provides a summary of the documents that provide information or will need to be completed as a part of the 2018 NOFA. Document submission must be completed by 5:00 PM on the deadline day through the ADOH Special Needs Portal at <https://housing.az.gov/portals/document-upload-portals/special-needs-portal>. For questions regarding the use of the Special Needs Portal, please contact Ryan Vernick, Continuum of Care Coordinator, by e-mail at ryan.vernick@azhousing.gov or by phone at 602-771-1017. All documents referenced below are available on the ADOH “Special Needs-Continuum” web page at <https://housing.az.gov/documents-links/forms/special-needs-continuum>.

APPLICANT TYPE (Who Must Complete)	Document	Information about Documents	Due Date Submittal By 5:00 pm through ADOH Portal
All Applicants	Overview of Process	This is the document you are reading. This provides an overview of the AZBoSCoC process for both bonus (new applications) and renewal applications. All applicants are expected to be familiar with instructions and application deadlines.	Not applicable
RENEWAL APPLICANTS Current CoC Award Sub-Recipients only	Request for Information (RFI) (1 per Sub Recipient Agency)	The RFI provides background information the Collaborative Applicant uses to complete the CoC NOFA Narrative. Sub-recipients only need to complete this once as it is community focused not project focused. This document is a requirement but is not scored. This document will be finalized by 8/5/19 and posted through an ADOH Bulletin. An email to subrecipients will also be distributed as a secondary notification of its availability.	8/22/19

APPLICANT TYPE (Who Must Complete)	Document	Information about Documents	Due Date Submittal By 5:00 pm through ADOH Portal
	Renewal Project Self Scoring Tool—One per agency based on CoC participation	<p>For this year, the portion of the score that is dependent on HMIS data will be developed by Candee Stanton and Ryan Vernick. Once the data for the score is developed, the APRs and the Project score based on performance documented in the HMIS will be sent to each agency for each renewal project for review and verification. This change was approved by the Governance Advisory Board.</p> <p>In addition, to the data from HMIS, there will be questions that each subrecipient will need to complete about their participation in the CoC and related activities. As was last year, these questions will include a narrative and a self-score. This document will be available through the ADOH Bulletin by 8/5/19. The score on these questions will be added to each individual project score.</p>	8/22/19
RENEWAL APPLICANTS (CONTINUED) (Current Sub-recipients only.)	Match letters for renewal projects	<p>All renewing Sub-Recipients must submit a match letter for each projects that is accepted for renewal. The template for the match letter is available on the ADOH website and must be used. If letters are not in the required format they will be returned for revision and points will be deducted from the project's score.</p> <p>The Match worksheet will be provided by 8/12/19 so that agencies know the exact amount that the letter needs to document. As in years past ADOH Housing Trust Fund contribution for administration will reduce the match burden for the sub-recipients.</p>	8/28/19
	Match Letter for HMIS	As in past years, Subrecipients are requested to provide a match letter for the value of their time and effort related to HMIS activities. A template for the HMIS match letter is available on the ADOH website and must be used.	8/28/19

APPLICANT TYPE (Who Must Complete)	Document	Information about Documents	Due Date Submittal By 5:00 pm through ADOH Portal
	Certificate of Consistency with Consolidated Plan	Projects that serve communities that are entitlement communities must have Certifications of Consistency signed by those communities. AZBoSCoC Entitlement Communities requiring a Certification include: Flagstaff, Pinal County Prescott, Yuma, Douglas, Sierra Vista and Casa Grande. The form is available at the ADOH website	8/28/19
	Drugfree Workplace Certification	One certification should be completed for the agency	8/28/19
	Code of Conduct	<p>All project applicants must ensure their organization has a Code of Conduct that complies with the requirements of 2 CFR part 200 and is on file with HUD at https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conduct.</p> <p>Mohave County as a governmental entity is exempted from this requirement.</p> <p>One of two actions need to be taken:</p> <ol style="list-style-type: none"> 1. If your agency's Code of Conduct is on file—document this with a screen shot and submit through the ADOH portal. 2. If your agency's Code of Conduct is not on file, please ensure it meets the requirements described in 2CFR 200. Place a cover sheet on the document with the Agency's name and a date between May 1, 2019 and August 28, 2019 to document that this is a current document and is in use. 	8/28/19
BONUS PROJECT APPLICANTS INCLUDING DV	Pre application development call	All potential CoC and CoC DV Bonus project applicants must call Candee Stanton at 602.881.6606 to discuss the potential project prior to application development. The purpose of this call is to ensure that the project being	

APPLICANT TYPE (Who Must Complete)	Document	Information about Documents	Due Date Submittal By 5:00 pm through ADOH Portal
BONUS APPLICANTS (Any eligible new agency or current Sub-Recipients may apply for Bonus funding)		<p>considered are appropriate for CoC NOFA process. It is suggested that the agency have this discussion no later than 8/7/19 to ensure sufficient time to complete the bonus or DV bonus application, by 8/22/2019.</p> <ul style="list-style-type: none"> • Eligible applicants include existing sub-recipients with new project proposals as well as any non-profit, faith-based, private and public agencies providing eligible services for persons experiencing homelessness in the AZBoSCoC geographic area. • Eligible BoS CoC Bonus Project activities include: <ul style="list-style-type: none"> ○ PSH Projects for Chronically Homeless Individuals and Families • Eligible DV Bonus Project Activities <ul style="list-style-type: none"> ○ Rapid Re-Housing (RRH) for Victims of Domestic Violence 	
BONUS PROJECT APPLICANTS INCLUDING DV BONUS APPLICANTS (CONTINUED)	2019 BONUS PROJECT APPLICATION	<p>All eligible applicants requesting either CoC Bonus funding and/or DV Bonus funding through the 2019 AZBoSCoC NOFA process must complete the 2019 Bonus Project Application through the ADOH portal.</p> <p><i>Please note DV Bonus Projects have two additional question to answer in Bonus Project Application</i></p> <p>If approved for submission, Bonus Project Applicants will be contacted to provide additional information including match letters, for inclusion in the NOFA application</p>	8/22/19

OVERALL NOFA SUBMISSION PROCESS AND TIMELINE

		Other Process Activities and Due Dates	
ACTIVITY	CONTACT	DESCRIPTION	DUE DATE
AZBoSCoC NOFA Applications Released	Candee Stanton Ryan Vernick	Bulletin posted on ADOH website and e-mailed announcing opening of NOFA application process. AZBoSCoC NOFA local applications and materials released on ADOH website.	7/30/19-8/5/19
New/Bonus Project Pre Application Conversation	Candee Stanton	Applicants for CoC, DV Bonus Funds or Reallocated funds	8/7/19
Request for Information (RFI) and Self-Scoring Tool from current sub-recipients	Candee Stanton Ryan Vernick	Sub recipient documents including RFI and project scoring tools submitted through ADOH Special Needs Portal.	8/22/19
Sub Recipient forms	Candee Stanton Ryan Vernick	Forms including: Match letter HMIS Match Letter Drugfree Certification Code of Conduct Certification of Compliance with Consolidated Plan	8/28/19
CoC, DV Bonus Project and Reallocation Applications Submitted	Candee Stanton Ryan Vernick	CoC and DV Bonus Projects and Reallocation New Project Applications submitted through ADOH Special Needs Portal.	8/22/19
Notification of project acceptance renewal applications	Ryan Vernick ADOH Bulletin	Renewal Sub-Recipients will be notified that projects have been accepted to be submitted in either Tier One or Tier Two. Notification will be provided by EMAIL and through the ADOH Bulletin. (This is only notification of acceptance for submission –not notice of ranking).	9/9/19

		Other Process Activities and Due Dates	
New/Bonus Project Review	Independent Community Review Panel	AZBoSCoC New/Bonus Project Review Panel will review, score and rank all New/Bonus applications to determine inclusion in AZBoSCoC Ranking and Review Process.	8/26/19-8/28/19
Notification of acceptance of new or bonus/reallocation projects for HUD submittal	Ryan Vernick ADOH Bulletin	New agencies and sub-recipients who have submitted bonus or reallocation applications will be notified if those projects have been accepted (This is only notification of acceptance for submission – not notice of ranking).	8/30/19
Accepted Bonus and Reallocation applications provide additional required documentation	Candee Stanton	If a new or bonus/reallocation application has been accepted for submittal, Candee will contact the agency to coordinate that additional required information.	9/9/19
Ranking and Review of Project and GAB Approval of Tier I and Tier II Rankings	Project Review and Ranking is completed	An independent group of reviewers from the Governance Advisory Board will review both the bonus and reallocation projects as well as the self-scoring of the renewal projects. Projects will be ranked for Tier One and Two in HUD NOFA.	9/9/19
All Project Ranking is Announced	Ryan Vernick ADOH Bulletin	Final Governance Advisory Board Approve Ranking and Review published in ADOH Bulletin and posted on website.	9/11/19
AZBoSCoC 2019 NOFA Submitted to HUD	Ryan ADOH as Collaborative Applicant	ADOH will submit final 2019 HUD NOFA Application with all attachment and materials as collaborative applicant on behalf of AZBoSCoC.	9/30/19

ADDITIONAL NOFA INFORMATION

All HUD 2019 NOFA Rules, standards, requirements and priorities are available on the HUD Exchange website at: <https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>

This section includes a summary of additional HUD and AZBoSCoC background documentation regarding the 2019 NOFA process and standards.

Governance Advisory Board

HUD and the HEARTH Act requires that Continuums of Care have an independent governing Board. The AZBoSCoC Governance Advisory Board is the recognized governance body for the AZBoSCoC. The AZBoSCoC Governance Advisory Board, as one of its required duties, has met, reviewed and approved the key elements, priorities, review criteria and activities of the AZBoSCoC 2019 NOFA to align with establish AZBoSCoC goals and priorities. Key decisions made regarding this year's NOFA process:

- Use of objective performance-based scoring criteria for renewal projects
- Confirmation of threshold requirements
- Affirm existing target service populations and prioritization of at risk and high acuity populations
- Requirement of Housing First in any renewal or new project
- Approval of Eligible 2019 NOFA priority activities
 - Approval of Bonus Project proposed priority activities including
 - New PSH projects for chronically homeless populations
 - Approval of DV Bonus Projects for:
 - PH-RRH for Victims of Domestic Violence
- Initial approval to maintain HMIS project in Tier 1 to ensure adequate operational funding and support.
- Approval of overall NOFA timeline, submission processes and other ranking and review processes including Board providing final approval of project ranking.

Competitive Process

The AZBoSCoC NOFA is a competitive process open to non-profit, faith-based, private and public agencies. The AZBoSCoC reserves the right to administratively disqualify or penalize any application that does not comply with the submission process. This includes answering all questions completely and meeting deadlines.

- Per HUD 2019 NOFA requirements, all project applications (except Planning Funds) must be ranked and placed into either Tier 1 and Tier 2. This year, it is required Tier 1 represent ninety-four percent (94%) of the AZBoSCoC Annual Renewal Demand (ARD) with the remaining six percent (6%) ranked in Tier 2.
- The NOFA is a competitive process and the AZBoSCoC uses an objective process to rank all applications. The renewal projects are scored based on data from HMIS, other HUD reports

(ex: APRs) or other objective criteria (ex: Coordinated Entry participation records). The scoring criteria for new/bonus/reallocation projects is outlined in the scoring sheet for new/bonus reallocation projects posted on the ADOH website and available with the applications.

- HMIS is required for the CoC to operate and manage its resources effectively. To ensure adequate funding for HMIS support, the AZBoSCoC Governance Advisory Board has recommended the HMIS grant be included in Tier 1.
- HUD's defined priorities adopted and implemented through the AZBoSCoC are:
 - 1) Ending homelessness for all persons
 - 2) Create a systematic response to homelessness.
 - 3) Strategically allocate resources.
 - 4) Use a Housing First Approach.
 - 5) Ensuring that services are low barrier

Priority populations considered in planning and resource allocation continue to be:

- 1) households with a member who meets the definition of chronically homeless. (Individuals and Families)
- 2) households (Individuals and Families) with high acuity and needs.
- 3) families
- 4) youth
- 5) Survivors of domestic violence encompasses Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors. Projects can be proposed to serve survivors who are fleeing domestic violence.
- 6) Veterans

Evaluation Criteria:

The HEARTH Act, 2019 HUD NOFA Documentation, AZBoSCoC Governance Advisory Board, and ADOH as the collaborative applicant for the AZ Balance of State Continuum of Care require that all CoC funded projects meet certain threshold standards of capacity, participation and performance in order to receive or be considered for CoC funding with the AZBoSCoC NOFA process. These threshold requirements are:

- 1) AZBoSCoC Coordinated Entry Participation
- 2) Housing First and/or Low Barrier Implementation
- 3) Documented, secured minimum HUD required match
- 4) Project is financially feasible
- 5) Sub recipient is active CoC participant
- 6) Application is complete, and data is consistent
- 7) Agency HMIS data quality at or above 98%
- 8) Bed/unit utilization at/or above 90%
- 9) Acceptable annual organizational audit/financial review
- 10) Documented organizational financial stability

- 11) If applicable, agency projects that are approved as DV Bonus project are required to have a comparable data system to HMIS.

In addition to meeting threshold requirements, AZBoSCoC funded projects are also monitored and evaluated on objective performance based criteria based on Governance Advisory Board approved performance benchmarks. These objective standards include key project appropriate standards including exits to permanent housing from RRH and PSH projects, retention in permanent housing from RRH and PSH projects, and number of program participants with increased income (both earned and other sources). These performance benchmarks are included in the renewal project scoring tool which is used to rank renewal projects for the NOFA process.

In addition to meeting threshold requirements documented above, new applications must also demonstrate:

- Project Budget is reasonable
- Scope of Services can be accomplished within the project timeframe
- Agency Capacity – must provide evidence that the agency has implemented similar projects in the past
- Project addresses or aligns with an identified AZBoSCoC service need or target population
- If your application is chosen to be included in the AZBoSCoC application, and you do not participate already, you must commit to participate in Coordinated Entry utilizing the VI-SPDAT, Case Conferencing and HMIS (Homeless Management Information System)

Ranking Projects in Tier 1 and Tier 2:

Projects submitted to HUD in Tier 1 are expected to be funded, provided that the project meets HUD eligibility and threshold requirements.

Tier 2 projects will be awarded funds by HUD based on a computed comparative score using:

- the CoC 's 2019 application competitive score (includes scores based on APR, CoC participation (self-scored) and review committee input). In addition to the self-scoring criteria, an additional 10 points is available based on ADOH monitoring findings. **In addition, 2 points will be subtracted from a specific project score if deadlines related to documents are not met or the match letter format is not used for the initial submission of the match letters.**
- the rank the CoC gives the project;
- commitment to Housing First/low-barrier entry.

Priority List (Projects Ranking-Tier 1 and Tier 2:

Project applicants will be informed via e-mail when the Priority Listings have been posted on the ADOH website.

Review Process:

An independent rating panel will review, and score all submitted applications for final approval by the Governance Advisory Board. Any bonus or reallocation project selected for submission to HUD will be included in the prioritized, ranked project list.

Match:

Bonus and reallocation projects are required to identify a twenty-five percent (25%) match. Match must meet the requirements of 24 CFR part 578. Match must be equal to or greater than twenty-five percent (25%) of the total grant request for all eligible costs including admin costs but excluding leasing costs (i.e. leased units and leased structures). Program income (such as rent) can be used as match.

In addition, if the application is ultimately approved as part of the AzBoSCoC NOFA application, prior to contract execution, a Memorandum of Understanding (MOU) will be required between the agency and partners that provide significant support. The MOUs required will be identified through discussion with ADOH staff.

Additional information that will be needed for Bonus or Reallocation Projects that are accepted for submittal:

If the bonus or reallocation project is successful in being recommended for funding, additional information will be needed to complete the HUD application in e-SNAPS. Be prepared to set aside time to work with Candee Stanton in providing that information. Items will include:

- match letters;
- Certification of Consistency with the Consolidated Plan if the project covers any of the following communities: Flagstaff, Prescott, Yuma, Douglas, Casa Grande and Sierra Vista;
- 501(c)(3);
- Full budget information;
- Drug Free Workplace Certification;
- Code of Conduct, if not already on file;
- Additional HUD information (i.e. detail on households served, housing type, etc.)

Appeals Process:

Project applicants that submitted a bonus or reallocation project will be informed via e-mail of the funding recommendations of the AZBoSCoC.

Projects wishing to file an appeal of a rejection to the AZBoSCoC must file a written appeal with the ADOH Special Needs within seventy-two (72) hours of being notified of the projects' initial rejection. Funding recommendations made by the AZBoSCoC after consideration of any local appeals shall be final.

Projects that believe they were not allowed to participate in a fair and open process and were rejected by the AZBoSCoC also may appeal the rejection directly to HUD by submitting a project application as a solo application in e-SNAPS prior to the HUD application deadline of September 30, 2019, per HUD's instructions in e-SNAPS and/or the NOFA.

Scoring Tools

The Scoring tools for both renewal applications and bonus applications will be available on the ADOH website by 8/7/19. These are provided for reference only. No action is needed from new applicants or sub-recipients.

Submittal Timelines/Process:

The process for submittal of documents has changed. Documents **must** be submitted in electronic format via the ADOH Special Needs Portal located at: <https://housing.az.gov/portals/document-upload-portals/special-needs-portal>. Each document submitted must be labeled

- **New applications NEW – (Agency Project Name)** (i.e. AZ500NEW XYZ, Inc. Morningstar). The Application needs to be a Word Document
- Match letters for renewal projects may be bundled by agency and be in a PDF format. The name of the file is **Match letters—Agency Name. The HMIS match letter should be submitted separately and be labeled Agency Name—HMIS Match**
- Drugfree Certification---**Agency Name—Drugfree**
- Code of Conduct—**Agency Name—Code of Conduct**
- Certification of Consistency with Consolidated Plan. Again, these may be bundled into a single PDF, labeled **Agency Name-Certs. Each of the projects must have a separate certification signed by the relevant local government.**

Please call Candee Stanton at (602) 881-6606 if you have any questions about how to complete the information.

Please call Ryan Vernick at (602) 771-1017 if you have questions about submitting through the portal.

Key Definitions

- **Permanent Supportive Housing:** Permanent housing with rental assistance and supportive services to help disabled, chronically homeless persons to live independently.
- **Rapid Re-housing:** Permanent housing with case management and short- or medium-term rental assistance in a unit that the program participant retains after the assistance ends.

All bonus projects must limit project administrative costs to no more than seven percent (7%) of the project budget.

The Arizona Department of Housing (ADOH), as the Collaborative Applicant, will submit the full AZBoSCoC application by the due date of September 30, 2019. ADOH completes the full CoC NOFA application as required in the ESNAPS portal including all renewal and bonus application materials.

Arizona Balance of State
Continuum of Care
2019 Renewal Scoring

The Agency Score Sheet is due to ADOH by August 22, 2019 @ 5:00 PM. They must be submitted through the ADOH Portal. Only one Renewal Scoring needs to be completed for the agency. The following table provides a summary of points available for system related activities:

Item	Maximum Score
	Housing First/Low Barriers
1. Housing First	5
2. Low Barrier	5
3. Unique Agency Items – Housing First/Low Barrier	4
<i>Sub Total</i>	14
System Participation	
4. PIT Participation	3
5. LCEH Participation	3
6. Coordinated Entry	5
7. Case Conferencing	2
8. BNL Management	2
9. BNL Referrals	3
10. Rosters to Candee	1
<i>Sub Total</i>	19
Organizational and Cost Effectiveness	
11. Request for Payment	2
12. Code of Conduct	2
13. SOAR	4
<i>Sub Total</i>	8
TOTAL	41
APR and Performance Data ADOH is pulling the data from the APR for each project's scoring related to APR and Performance Data. This Score Sheet will be sent to the agencies for review and comment later in August. The summary of how that information will be scored will be on the ADOH website by 8/13/19.	55
GRAND TOTAL	96

Note— Check boxes can be checked by placing your cursor over the box.

Name of Agency:	Contact Person:
EMAIL:	Phone Number:

Complete one of these tables for each of your projects. There are four templates available. Please add additional tables to this document as needed. The purpose of this table is to provide updated information for the Project Description in the application.

Name of Project	
Type of Project (i.e. RRH, PSH, Th-RRH)	
<p>1. Review your current project description in the 2018 project application. Provide an updated description, limited to 1,000 characters, based on changes such as projects that have been combined, changes in services, new community partnerships, etc. Every Project must have an updated project description for 2019: The project description must provide this information:</p> <p>1a. What counties are covered by the project?</p> <p>1b. Who is the Target Population? (i.e. CH, families, Veterans, Individuals)</p> <p>1c. Did the Project change in any way since the last NOFA? (i.e. reallocated, combined with another project, added locations, added services):</p> <p>1d. What need is the project meeting? (provide data)</p> <p>1e. What supportive services are provided and by whom?</p> <p>1f. Who are your agency partners for this project?</p>	

Name of Agency:	Contact Person:
EMAIL:	Phone Number:

Complete one of these tables for each of your projects. There are four templates available. Please add additional tables to this document as needed. The purpose of this table is to provide updated information for the Project Description in the application.

Name of Project	
Type of Project (i.e. RRH, PSH, Th-RRH)	
<p>1. Review your current project description in the 2018 project application. Provide an updated description, limited to 1,000 characters, based on changes such as projects that have been combined, changes in services, new community partnerships, etc. Every Project must have an updated project description for 2019: The project description must provide this information:</p> <p>1a. What counties are covered by the project?</p> <p>1b. Who is the Target Population? (i.e. CH, families, Veterans, Individuals)</p> <p>1c. Did the Project change in any way since the last NOFA? (i.e. reallocated, combined with another project, added locations, added services):</p> <p>1d. What need is the project meeting? (provide data)</p> <p>1e. What supportive services are provided and by whom?</p> <p>1f. Who are your agency partners for this project?</p>	

Name of Agency:	Contact Person:
EMAIL:	Phone Number:

Complete one of these tables for each of your projects. There are four templates available. Please add additional tables to this document as needed. The purpose of this table is to provide updated information for the Project Description in the application.

Name of Project	
Type of Project (i.e. RRH, PSH, Th-RRH)	
<p>1. Review your current project description in the 2018 project application. Provide an updated description, limited to 1,000 characters, based on changes such as projects that have been combined, changes in services, new community partnerships, etc. Every Project must have an updated project description for 2019: The project description must provide this information:</p> <p>1a. What counties are covered by the project?</p> <p>1b. Who is the Target Population? (i.e. CH, families, Veterans, Individuals)</p> <p>1c. Did the Project change in any way since the last NOFA? (i.e. reallocated, combined with another project, added locations, added services):</p> <p>1d. What need is the project meeting? (provide data)</p> <p>1e. What supportive services are provided and by whom?</p> <p>1f. Who are your agency partners for this project?</p>	

Name of Agency:	Contact Person:
EMAIL:	Phone Number:

Complete one of these tables for each of your projects. There are four templates available. Please add additional tables to this document as needed. The purpose of this table is to provide updated information for the Project Description in the application.

Name of Project	
Type of Project (i.e. RRH, PSH, Th-RRH)	
<p>1. Review your current project description in the 2018 project application. Provide an updated description, limited to 1,000 characters, based on changes such as projects that have been combined, changes in services, new community partnerships, etc. Every Project must have an updated project description for 2019: The project description must provide this information:</p> <p>1a. What counties are covered by the project?</p> <p>1b. Who is the Target Population? (i.e. CH, families, Veterans, Individuals)</p> <p>1c. Did the Project change in any way since the last NOFA? (i.e. reallocated, combined with another project, added locations, added services):</p> <p>1d. What need is the project meeting? (provide data)</p> <p>1e. What supportive services are provided and by whom?</p> <p>1f. Who are your agency partners for this project?</p>	

Self-Scoring

This is the Self-Scoring Sheet. These scores will be combined with other factors/attributes that have been scored and the performance data that was generated for each project based on data from the APR and Performance. These items include participation in the LCEH and the PIT, participation in Coordinated Entry, timely reporting and funds draw down and unresolved monitoring findings. The

Self-score each activity based on the following criteria/attributes. Please call Candee if you have questions how to complete this table.

NOTE: for check boxes—to check the box—hover your cursor over the box—and right click—it should put an X in the box—if that doesn't work—put an X next to the box.

Item	Place agency score for item in this column
Housing First/Low Barriers	
<p>1. Give the agency one point for each Housing First criteria you check from this list below. The agency's projects accept individuals who</p> <p><input type="checkbox"/> have too little or no income. <input type="checkbox"/> active history of substance use. <input type="checkbox"/> have a criminal record except mandated restrictions. <input type="checkbox"/> history of victimization</p> <p>ADD ONE POINT IF ALL BOXES CHECKED (maximum score available is 5)</p>	
<p>2. Give the agency one point for each reason that participants are not terminated from the program</p> <p><input type="checkbox"/> We do not terminate for failure to participate in supportive services <input type="checkbox"/> We do not terminate for failure to make progress on service plan <input type="checkbox"/> We do not terminate for household's loss of income or failure to improve income <input type="checkbox"/> We do not terminate for any other activity not covered in lease agreement typically found for unassisted persons.</p> <p>ADD ONE POINT IF ALL BOXES CHECKED (maximum score available is 5)</p>	
<p>3. Describe any unique items about how your agency implements Housing First and ensures that the housing the agency provides is Low Barrier: (500 words maximum)</p>	<p>Leave blank—1 to 4 points will be scored by review team</p>

System Participation			
Item		Scoring Scale	Place agency score for item in this column
4. PIT Participation		Our agency was the lead/co-lead for the PIT – 3 pts Agency staff participated in the PIT – 1 pt. Our agency was not involved in the PIT – 0 pts.	
5. LCEH Participation		An agency that is not a sub-recipient chairs the LCEH. 5 pts. Our agency chairs the LCEH. 3 pts Our agency does not participate in the LCEH. 0 pts	
6. Coordinated Entry		An agency that is not a sub-recipient facilitates Coordinated Entry. 3pts. Our agency facilitates Coordinated Entry. 3 pts Our agency staff participate in Coordinated Entry-1 pt. Our agency staff do not participate in Coordinated Entry-0 pts.	
7. Case Conferencing		Case Conferencing takes place at least bi-weekly – 2 pts Case Conferencing takes place once a month – 1 pts There is no regular schedule for case conferencing-0 pts.	
8. By Name List		An agency that is not a sub-recipient manages the By Name List – 2 pts Our agency manages the By Name List. – 1 pt. The By Name List for our area is not being managed by any agency. – 0 pts.	
9. What is the percentage of referrals for this project that come from case conferencing and the By Name List?	Place Percentage Here	85%-100% - 3 pts 70%-84% - 2 pts <70% - 0 pts	

10. The LCEH roster is submitted to Candee after each meeting.		100% of rosters are submitted in a timely fashion – 1 pt. <80 % of rosters are submitted in a timely fashion – 0 pt. NA – we are not responsible for the LCEH roster	
Operational and Cost Effectiveness			
Item		Scoring Scale	Place agency score for item in this column
11. Request for payment submitted to ADOH on time for the previous twelve (12) months. (<i>Submitted within 60 days for the previous month.</i>)		100% of payment requests submitted on time – 2 pts 95%-99% of payment requests submitted on time – 1 pt. <95% of payment requests submitted on time – 0 pts	
12. The agency’s most recent Code of Conduct complies with the HUD requirements. (See link at end of table)		Our Code complies or will comply and will be sent to Candee by 8/28/19 – 2 pts We cannot update our code to comply with the requirements. – 0 pts	
13. SOAR		We have SOAR trained staff within our agency and enter information into OAT – 4 pts We do not have SOAR trained staff but have an agreement with (name agency) _____ to refer clients. – 3 pts We do not have SOAR trained staff and do not refer clients for SOAR assistance – 0 pts	

https://www.hud.gov/program_offices/spm/gmohmt/grantsinfo/conductgrants

Item	Scale	APR Q	Maximum Points	PSH	RRH/TH-RRH
Project Performance					
A. Participation/Retention PSH-180 days or more RRH-180 days or less	>75% - 6 points 70 - 74% - 4 points 60-69% - 1 point <60% - 0 points	22A.1	6	6	6
B. Housing Retention PSH- % of clients who remain in PSH or exit to PH	91%+ - 12 points 86-90% - 8 points 80-85% - 4 points <80% - 0 points	Q8+Q23a	12	12	
C. Housing Retention RRH- % of clients who retain PH or who exit to PH	76%+ - 12 points 70-75% - 8 points 65-69% - 4 points <65% - 0 points	Q8+Q23a	12		12
D. % of clients who had cash income at assessment or exit	20%+ - 7 points 15-19% - 5 points 10-14% - 2 points < 10% - 0 points	Q19a3-% of adults with any income	7	7	7
E. % of clients who had non cash income at assessment	25%+ - 7 points 20-24% - 5 points 11-19% - 2 points < 11% - 0 points	Q20b- % based on stayers	7	7	7
F. % of clients who have health insurance	>80%+ - 4 points 70-79% - 3 points 60-79% - 2 points < 60% - 0 points	Q21- 1 or more source of health income	5	5	5
G. RRH-Length of time between start and housing move in	30% or more move in within 30 days-4 points 50% or move in within 60 days-3 points Less than 50% move in	Q22c	4		4
G.1. PSH -length of time between start and housing move in	30% or more -60 days or less-4 points 50% or more- 90 days or less-3 points 50% or more -91 days or more-0 points	Q22c	4	4	
H. PSH-% of households with CH persons	All PSH openings should be filled with eligible CH person 90%+ filled by CH (or Dedicated+) - 6 points 75 - 90% - 5 points 65 - 74% - 3 points <65% - 0 points	26a	6	6	

Item	Scale	APR Q	Maximum Points	PSH	RRH/TH-RRH
I. RRH-% of participants with at least one condition	25%+ of persons w/ at least one condition – 6 pts 20- 24% of persons w/ at least one disability – 4 points 10 – 19% persons w/ at least 1 condition – 2 points > 10% of openings filled by CH household – 0 pts.	13a2	6		6
SYSTEM PARTICIPATION					
J. HMIS Data Quality	98-100% of client data entered in 0-6 days – 4 pts 85-97% of client data entered 0-6 days – 3 pts 75-84% of client data entered 0-6 days – 1 pt. < 75% of client data entered 0-6 days -0 pts.	6e	4	4	4
K. Maintain Data Quality Standards	100% - 4 Points 98-99% - 3 points 95-97% - 1 points >95% - 0 points	6b	4	4	4
			77	55	55

**2019 Balance of State Continuum of Care Application
 Bonus Project Scoring Worksheet
 (Please complete one scoring worksheet for each application)**

Your Name _____

Name of Agency _____

Project Name _____

1 and 1a. Unresolved monitoring findings	Did the applicant have any findings?	<ul style="list-style-type: none"> • No findings –2 points • Findings that have been resolved –1 points • Findings that have not been resolved –0 points
Comments		Place score here
2 and 3. Local Continuum to End Homelessness (LCEH) involvement	Is the applicant involved with LCEH in the communities they serve?	<ul style="list-style-type: none"> • Attends all meetings and participates on a minimum of one committee-4 points • Attends 75% of LCEH meetings-2pts • Does not attend 75% of meetings-0 points
Comments		Place score here
4. 2019 Point in Time Count	Did the Applicant describe involvement in the local Point In Time Count?	<ul style="list-style-type: none"> • The applicant participated – 3 points • The applicant did not participate – 0 Points
Comments		Place score here
5-11. Agency Operations/ Financial	Did the applicant document ability to carry out the project? Were appropriate financial operations documented? Did the applicant present a realistic timeline to complete the project?	<ul style="list-style-type: none"> • Agency documented capacity and ability to implement project – 8 points • Agency is capable but will need assistance in developing procedures to meet ADOH/ HUD Guidelines – 4 points • Agency would need significant support to implement the project – 2 points • Agency does not have the capacity to implement the project-0 points
Comments		Place score here

Project Information		
1,2, and 3. Project Description	Did the applicant provide a complete and clear description about the project and target population?	<ul style="list-style-type: none"> • Project Description was complete-8 points • Project Description was adequate-4 points • Project Description was insufficient and did not provide a full overview—0 points
Comments		Place score here
4. Unmet Need	Was the unmet need in the community that this project will address described sufficiently? Was local data used to describe need? Was the 2019 Unsheltered Count cited as part of the data used?	<ul style="list-style-type: none"> • Unmet need information was complete and compelling—8 points • Unmet need was adequate—4 points • Unmet need did not provide a compelling reason for the project—0 points
	Project serves an unserved or underserved community. (i.e. Apache, La Paz, Gila, Graham, Greenlee, Pinal))	<ul style="list-style-type: none"> • Unserved/Underserved Community 3 points • Not in unserved/underserved community—0 points
Comments:		Place score here
5. Support and Wraparound Services/ Collaboration	Did the applicant provide a clear description about how wraparounds services will be provided? Is it clear what agencies will collaborate to provide services to participants?	<ul style="list-style-type: none"> • Wraparound services and collaborations were clearly articulated—5 points • Wraparound services description was adequate—3 points • Wraparound services description was incomplete—0 points
Comments:		Place score here
6, 6a, 7, and 7a. Outreach	Did the applicant describe how outreach will take place and how participants will be identified for the project?	<ul style="list-style-type: none"> • Outreach descriptions was complete—5 points • Outreach description was not adequate—0 points
Comments		Place score here
HMIS		
8,1a,1b,1c HMIS	Did the applicant explain how they will use HMIS or if a DV provider, use a comparable database?	<ul style="list-style-type: none"> • HMIS use or comparable database description was complete and clear—4 points • HMIS use or comparable database description was adequate—2 points

		<ul style="list-style-type: none"> Agency did not provide sufficient information to indicate competent use of a client level database—0 points
Comments		Place score here
CULTURAL COMPETENCY		
1. Cultural Competency	Did the applicant demonstrate cultural competency and sufficient resources to effectively serve individuals with different cultures including cultures i.e. ethnic, senior or military, and languages?	<ul style="list-style-type: none"> Cultural Competency was clearly demonstrated—6 points Cultural Competency description was adequate —4 points Agency did not provide sufficient information to indicate that it has policies and practices that demonstrate cultural competence.—0 points
Comments		Place score here
COORDINATED ENTRY AND CASE CONFERENCING		
1, 1a, 2, 3, 4, 4a. Coordinated Entry (CE) and Case Conferencing (CC)	Did the response include the use of the VI-SPDAT and the local coordinated entry process? Was the process used for case conferencing described? Was there a description about how community partners are involved in case conferencing?	<ul style="list-style-type: none"> CE/CC activity and collaborations were clearly articulated—7 points CE/CC activities and collaboration was adequate—4 points CE/CC activities description was incomplete—0 points
Comments		Place score here
MAINTSTREAM RESOURCES		
1a-o. Mainstream Resources	Did the response provide a sufficient overview about how the client/tenant is connected to mainstream resources?	<ul style="list-style-type: none"> Connection to mainstream resources were clearly articulated—5 points Description of connection to mainstream resources was adequate—3 points Mainstream resources connection description was incomplete—0 points
Comments		Place score here
INSURANCE AND Social Security (SSI/SSDI)		
1, 2, 3, 4, 5, 6, and 7 INSURANCE SSDI/SOAR	Did the response describe how clients/tenant are connected to insurance and social security (SSI/SSDI) benefits or a SOAR trained individual to apply for benefits?	<ul style="list-style-type: none"> Description articulated clearly how individuals are connected--5 points Description was adequate—3 points Description was incomplete—0 points
Comments		Place score here

HOUSING FIRST/LOW BARRIER		
1, 1a, 1b, 1c, 1d, 1e, 2, and 3 Housing First/Low Barriers	Did the applicant clearly describe how the project would be operated using the Housing First principles and that barriers are addressed and not used to prevent someone from being housed?	<ul style="list-style-type: none"> • Description articulated clearly how Housing First and Low Barriers will be implemented--8 points • Description was adequate—4 points • Description was incomplete—0 points
Comments		Place score here
EMPLOYMENT/INCOME		
1 and 2. Employment and Income	Did the response describe how the client/tenant would be connected to employment support and what types of employment support are provided?	<ul style="list-style-type: none"> • Description articulated clearly how connections to employment will be implemented--5 points • Description was adequate—3 points • Description was incomplete—0 points
Comments		Place score here
EDUCATION		
1. Education	If applicable, did the response describe how the agency works with homeless school liaisons or help clients/tenants in enrolling in education activities?	<ul style="list-style-type: none"> • Description articulated clearly how connections to education will be implemented--5 points • Description was adequate—3 points • Description was incomplete—0 points
Comments		Place score here
PERMANENT HOUSING/MOVE UP STRATEGY		
1. Permanent Housing	Did the response describe how clients/tenants will be supported in remaining or obtaining permanent housing?	<ul style="list-style-type: none"> • Description articulated clearly how connections to permanent housing will be implemented--8 points • Description was adequate—4 points • Description was incomplete—0 points
Comments		Place score here
DOMESTIC VIOLENCE/HUMAN TRAFFICKING SURVIVORS		
1. Domestic Violence	Did the response describe how the project will make a connection with DV providers and comply with VAWA?	<ul style="list-style-type: none"> • Description articulated clearly how connections to domestic violence programs will be implemented--7 points

		<ul style="list-style-type: none"> • Description was adequate—4 points • Description was incomplete—0 points
Comments		Place score here
CONSOLIDATED PLAN		
1. Consolidated Plan	Did the response describe involvement in consolidated plan process at local or state level?	<ul style="list-style-type: none"> • Description articulated participation in Consolidated Plan—2 points • Description was incomplete—0 points
Comments		
DOMESTIC VIOLENCE BONUS		
1. Domestic Violence Bonus Projects Only	Did the response adequately describe the agency's experience and strategies for providing victim informed services and evidence based practices?	<ul style="list-style-type: none"> • Description articulated agency experience and demonstrated awareness and implementation of victim informed services. – 10 points • Description was adequate—5 points • Description was incomplete—0 points
Comments		Place score here
2. Domestic Violence Bonus Projects Only	Did the response adequately describe the agency's familiarity, use and adherence to the AZ Service Standards for Domestic Violence Service Providers and how those standards will be incorporated into this project?	<ul style="list-style-type: none"> • Description articulated clearly how standards will be met --10 points • Description was adequate—5 points • Description was incomplete—0 points
Comments		Place score here
3. Number of persons served		Not Scored
Comments		

Summary Scoring Matrix

Question #	Question	Maximum Points
1 and 1a	Unresolved monitoring findings	2
2 and 3	Local Continuum Involvement	4
4	2019 Point in Time Count	3
5-11	Agency Operations including Financial	8
1, 2 and 3	Project Description	8
4	Unmet Need	8
5	Support and Wraparound Services	5
6, 6a, 7 and 7a	Outreach	5
8, 1a, 1b, 1c	HMIS	4
1	Cultural Competency	5
1, 1a, 2, 3, 4, 4a	Coordinated Entry and Case Conferencing	7
1a-o	Mainstream Resources	5
1, 2, 3,4, 5, 6, 7	Insurance/SSDI/SOAR	5
1, 1a, 1b, 1c, 1d, 1e, 2, 3	Housing First/Low Barrier	8
1 and 2	Employment and Income	5
1	Education	5
1	Permanent Housing	8
1	Domestic Violence/Trafficking Survivors	7
1	Consolidated Plan	2
		104
	Domestic Violence Bonus	
1	Domestic Violence Bonus Project-victim informed services	10
2	Domestic Violence Bonus Project compliance with AZ Service Standards	10
3	Number of persons served – not scored	
		20

- Forms
- Fair Housing Forms
- Rent & Income Limits
- Rental Asset Management
- Rental Compliance
- CDBG
- Rental Development Bonds
- Rental Development LIHTC
- Special Needs
- Special Needs-Continuum
- State Housing Fund
- Public Housing Authority
- National Housing Trust Fund
- Weatherization

- Any -

2019 BALANCE OF STATE CONTINUUM OF CARE NOFA

2019 Project Ranking Approved by the Governance Advisory Board	APR Performance Renewal Scoring Matrix
Application Bonus Project Scoring Worksheet	2019 AZBOSCOG Request for Information for Collaborative Application Narrative
2019 Subrecipient Renewal Self Scoring Tool	2019 NOFA Application Instructions
2019 Certification of Drugfree Workplace	2019 Certification of Consistency with the Consolidated Plan
2019 AZBoSCoC Match Letter Template	2019 AZBoSCoC HMIS Match Letter Template
2019 AZBosCoC Bonus Project Application	2019 Match Requirements

BOSCOG (GENERAL DOCUMENTS)

2019 La Paz County RRH Request for Proposal Q & A	Balance of State Continuum of Care Governance Charter (Amended 04/21/2017)
Balance of State Continuum of Care Memorandum of Understanding	

BOSCOG ANNUAL MEETINGS

SPECIAL NEEDS ARCHIVES

- [2016 Request for Proposal Questions and Answers \(05/24/16\)](#)
- [Training Video - Special Needs Housing Manual](#)
- [RFP-Rapid Rehousing - La Paz County](#)



Arizona Department of Housing 2019 Information Bulletin

REGARDING PROGRAMS: Balance of State Continuum of Care

REGARDING FUNDING SOURCES: HUD McKinney-Vento Continuum of Care

INFORMATION BULLETIN No. 26-19

ISSUED: July 31, 2019

RE: 2019 HUD Continuum of Care NOFA related to the Balance of State Continuum of Care (AzBoSCoC)

Through the US Department of Housing and Urban Development (HUD) 2019 Continuum of Care Program Competition, the Arizona Department of Housing (ADOH) expects to conditionally allocate up to an estimated \$4.5 million through the Continuum of Care process to serve individuals and families experiencing homelessness in the AZ Balance of State Continuum of Care. This amount includes an estimated \$3.9 million in potential renewal existing grants, approximately \$195,000 for potential new/bonus project(s), and approximately \$382,000 for bonus projects that are dedicated to serve victims of domestic violence. Final award amounts will be based upon HUD funding availability as well as AZBoSCoC performance in the HUD Continuum of Care (CoC) competitive national funding process.

Eligible Applicants: Eligible renewal applicants are those current AZBoSCoC funded programs with grant expiration dates in calendar year 2020. Eligible applicants for new/bonus project funding including the DV bonus funding include any non-profits, and instrumentalities of state or local government regardless of prior CoC funding. All projects funded through the 2019 Balance of State Continuum of Care NOFA must be delivered and serve individuals experiencing homelessness in the Balance of State geographic area that includes the following thirteen counties:

Apache	Cochise
Coconino	Gila
Graham	Greenlee
La Paz	Mohave
Navajo	Pinal
Santa Cruz	Yavapai
Yuma	

The deadline for current sub-recipients to submit documents related to the renewal of individual project applications is **Wednesday, August 28, 2019**. New/bonus project applications including bonus/DV applications are due **Thursday, August 22, 2019**. All

materials must be submitted in the ADOH Special Needs portal by 5:00 pm on the due date. Documents related to the AzBoSCoC 2019 NOFA application process are on the ADOH Special Needs Continuum webpage at <https://housing.az.gov/documents-links/forms/special-needs-continuum>. It is the responsibility of sub-recipients and potential applicants for bonus projects to familiarize themselves with these documents. The 2019 CoC Application Instructions provides a complete overview of the process including required documents for each activity included in the overall process.

Proposed Balance of State Continuum of Care 2019 NOFA Process Timeline

Item	Due Date
Renewal Projects Self-Scoring Tool submitted through ADOH portal by 5:00 pm	8/22/2019
New/Bonus including DV Bonus and Reallocation applications submitted through ADOH portal by 5:00 pm	8/22/19
For Renewal Projects, Match Letters (Including HMIS Match Letter) and Certificates of Consistency with Consolidated Plan (as applicable), Drug Free Workplace, and Code of Conduct submitted through ADOH portal by 5:00 pm	8/28/19
Notification of acceptance of new or bonus/reallocation projects for submittal	8/30/19
New or Bonus/Reallocation projects submit additional required information if notified to do so	9/09/19
Notification of project acceptance renewal applications	9/09/19
Final Ranking and Review of all applications completed and, announcement made	9/11/19
AzBoSCoC submits application (Bonus/Reallocation, Renewal, Planning, and the AzBosCoC collaborative narrative)to HUD	9/30/19

All future notices regarding ranking, updates, FAQs, timelines, instructions or application materials will be noticed through additional ADOH bulletins. If you have immediate questions, please contact Ryan Vernick, Balance of State Continuum of Care Coordinator at:

Ryan Vernick
 Balance of State Continuum of Care Coordinator
 1110 W. Washington St., Suite 280, Phoenix, Arizona 85007
 ryan.vernick@azhousing.gov
 602.771.1017



1110 W. Washington, Suite 280 | Phoenix, AZ 85007
 Telephone (602) 771-1000 | Facsimile (602) 771-1002 | TDY (602) 771-1001

<https://housing.az.gov>

**2019 Arizona
Balance of State Continuum of Care
Overview of Process
For the Submittal of the Application
In Response to the 2019 HUD Continuum of Care NOFA**

The U.S. Department of Housing and Urban Development’s 2019 NOFA for Continuum of Care has been released. There are three parts to the HUD NOFA application that require information from applicants to the NOFA. The three parts are:

- The Arizona Department of Housing (ADOH) as the Collaborative Applicant for the AZ Balance of State Continuum of Care submits the combined application including all sections and AZBoSCoC narratives;
- Current sub-recipients with renewing projects complete information that will contribute to the scoring and ranking of the renewal projects; and
- New agencies and existing sub-recipients may submit applications for bonus funding made available through the NOFA. For 2019 both bonus and domestic violence bonus applications may be submitted.

It is very important that all agencies (sub-recipients and potential agencies) that wish to apply for funds read all of the AZ Balance of State Continuum of Care (AZBoSCoC) documents and the HUD NOFA documents to have a full understanding of the process.

GENERAL INFORMATION

FY2019 Funds Available:

AZBoSCoC 2018 Estimated Annual Renewal Demand (ARD)	\$3,912,060
Estimated Tier 1: (94% of ARD)	\$3,700,198
Estimated Tier 2: (6% of ARD)	\$ 211,862
 Estimated CoC Bonus Funding: (6% of FPRN*):	 \$ 195,603
 Estimated DV Bonus Project Funding (10% of PPRN*)	 \$ 382,146

**Final Pro Rata Need (FPRN) and Preliminary Pro Rata Need (PPRN).*

Please note that availability and amounts of all HUD Continuum of Care funding is contingent on overall AZBoSCoC performance and competitive scoring. HUD funding awarded through the 2019 NOFA process and results in a contract between HUD and Arizona Department of Housing (ADOH) as the AZBoSCoC Collaborative Applicant. ADOH will establish separate sub-recipient agreements based projects approved by HUD.

Information and Communication

There are numerous local and federal processes and deadlines involved in the 2019 AZBoSCoC NOFA process. It is important that applicants are familiar with these processes and timelines.

Failure to submit timely materials and documents not only can negatively affect project scoring, but it can negatively impact the overall AZBoSCoC Continuum of Care NOFA application.

IMPORTANT: THE ADOH BULLETINS AND WEBSITE POSTINGS ARE THE OFFICIAL METHOD FOR COMMUNICATION ABOUT THE 2019 NOFA. All notices, requests for information/applications, and other AZBoSCoC NOFA related information will be announced through the ADOH Bulletin process and posted here: <https://housing.az.gov/documents-links/publications>. If you do not currently receive the ADOH Bulletins in your e-mail, we strongly recommend that you join the mailing list through the link on this page:
<https://housing.az.gov/about/press-room/mailling-list>

All NOFA related applications, instructions, forms and other necessary materials will be posted at the Arizona Department of Housing “Special Needs-Continuum” website at: <https://housing.az.gov/documents-links/forms/special-needs-continuum>

HUD documents related to the NOFA can be found at this link:
<https://www.hudexchange.info/resource/5842/fy-2019-coc-program-nofa/>

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>

The main contact for all questions pertaining to the AZBoSCoC documents and application is Candee Stanton. Her telephone number is 602.881.6606 and her email address is candee.stanton@gmail.com. Ms. Stanton is an Independent Contractor that provides support to the AZBoSCoC process. She will respond to all emails and phone calls within one business day to ensure timely response to all inquiries. **It is your agency’s responsibility to check the ADOH website regularly for information and to communicate your questions through Candee.**

REQUIRED DOCUMENTS AND TIMELINES FOR APPLICANTS

The following provides a summary of the documents that provide information or will need to be completed as a part of the 2018 NOFA. Document submission must be completed by 5:00 PM on the deadline day through the ADOH Special Needs Portal at <https://housing.az.gov/portals/document-upload-portals/special-needs-portal>. For questions regarding the use of the Special Needs Portal, please contact Ryan Vernick, Continuum of Care Coordinator, by e-mail at ryan.vernick@azhousing.gov or by phone at 602-771-1017. All documents referenced below are available on the ADOH “Special Needs-Continuum” web page at <https://housing.az.gov/documents-links/forms/special-needs-continuum>.

APPLICANT TYPE (Who Must Complete)	Document	Information about Documents	Due Date Submittal By 5:00 pm through ADOH Portal
All Applicants	Overview of Process	This is the document you are reading. This provides an overview of the AZBoSCoC process for both bonus (new applications) and renewal applications. All applicants are expected to be familiar with instructions and application deadlines.	Not applicable
RENEWAL APPLICANTS Current CoC Award Sub-Recipients only	Request for Information (RFI) (1 per Sub Recipient Agency)	The RFI provides background information the Collaborative Applicant uses to complete the CoC NOFA Narrative. Sub-recipients only need to complete this once as it is community focused not project focused. This document is a requirement but is not scored. This document will be finalized by 8/5/19 and posted through an ADOH Bulletin. An email to subrecipients will also be distributed as a secondary notification of its availability.	8/22/19

APPLICANT TYPE (Who Must Complete)	Document	Information about Documents	Due Date Submittal By 5:00 pm through ADOH Portal
	Renewal Project Self Scoring Tool—One per agency based on CoC participation	<p>For this year, the portion of the score that is dependent on HMIS data will be developed by Candee Stanton and Ryan Vernick. Once the data for the score is developed, the APRs and the Project score based on performance documented in the HMIS will be sent to each agency for each renewal project for review and verification. This change was approved by the Governance Advisory Board.</p> <p>In addition, to the data from HMIS, there will be questions that each subrecipient will need to complete about their participation in the CoC and related activities. As was last year, these questions will include a narrative and a self-score. This document will be available through the ADOH Bulletin by 8/5/19. The score on these questions will be added to each individual project score.</p>	8/22/19
RENEWAL APPLICANTS (CONTINUED) (Current Sub-recipients only.)	Match letters for renewal projects	<p>All renewing Sub-Recipients must submit a match letter for each projects that is accepted for renewal. The template for the match letter is available on the ADOH website and must be used. If letters are not in the required format they will be returned for revision and points will be deducted from the project's score.</p> <p>The Match worksheet will be provided by 8/12/19 so that agencies know the exact amount that the letter needs to document. As in years past ADOH Housing Trust Fund contribution for administration will reduce the match burden for the sub-recipients.</p>	8/28/19
	Match Letter for HMIS	As in past years, Subrecipients are requested to provide a match letter for the value of their time and effort related to HMIS activities. A template for the HMIS match letter is available on the ADOH website and must be used.	8/28/19

APPLICANT TYPE (Who Must Complete)	Document	Information about Documents	Due Date Submittal By 5:00 pm through ADOH Portal
	Certificate of Consistency with Consolidated Plan	Projects that serve communities that are entitlement communities must have Certifications of Consistency signed by those communities. AZBoSCoC Entitlement Communities requiring a Certification include: Flagstaff, Pinal County Prescott, Yuma, Douglas, Sierra Vista and Casa Grande. The form is available at the ADOH website	8/28/19
	Drugfree Workplace Certification	One certification should be completed for the agency	8/28/19
	Code of Conduct	<p>All project applicants must ensure their organization has a Code of Conduct that complies with the requirements of 2 CFR part 200 and is on file with HUD at https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conduct.</p> <p>Mohave County as a governmental entity is exempted from this requirement.</p> <p>One of two actions need to be taken:</p> <ol style="list-style-type: none"> 1. If your agency's Code of Conduct is on file—document this with a screen shot and submit through the ADOH portal. 2. If your agency's Code of Conduct is not on file, please ensure it meets the requirements described in 2CFR 200. Place a cover sheet on the document with the Agency's name and a date between May 1, 2019 and August 28, 2019 to document that this is a current document and is in use. 	8/28/19
BONUS PROJECT APPLICANTS INCLUDING DV	Pre application development call	All potential CoC and CoC DV Bonus project applicants must call Candee Stanton at 602.881.6606 to discuss the potential project prior to application development. The purpose of this call is to ensure that the project being	

APPLICANT TYPE (Who Must Complete)	Document	Information about Documents	Due Date Submittal By 5:00 pm through ADOH Portal
BONUS APPLICANTS (Any eligible new agency or current Sub-Recipients may apply for Bonus funding)		<p>considered are appropriate for CoC NOFA process. It is suggested that the agency have this discussion no later than 8/7/19 to ensure sufficient time to complete the bonus or DV bonus application, by 8/22/2019.</p> <ul style="list-style-type: none"> • Eligible applicants include existing sub-recipients with new project proposals as well as any non-profit, faith-based, private and public agencies providing eligible services for persons experiencing homelessness in the AZBoSCoC geographic area. • Eligible BoS CoC Bonus Project activities include: <ul style="list-style-type: none"> ○ PSH Projects for Chronically Homeless Individuals and Families • Eligible DV Bonus Project Activities <ul style="list-style-type: none"> ○ Rapid Re-Housing (RRH) for Victims of Domestic Violence 	
BONUS PROJECT APPLICANTS INCLUDING DV BONUS APPLICANTS (CONTINUED)	2019 BONUS PROJECT APPLICATION	<p>All eligible applicants requesting either CoC Bonus funding and/or DV Bonus funding through the 2019 AZBoSCoC NOFA process must complete the 2019 Bonus Project Application through the ADOH portal.</p> <p><i>Please note DV Bonus Projects have two additional question to answer in Bonus Project Application</i></p> <p>If approved for submission, Bonus Project Applicants will be contacted to provide additional information including match letters, for inclusion in the NOFA application</p>	8/22/19

OVERALL NOFA SUBMISSION PROCESS AND TIMELINE

		Other Process Activities and Due Dates	
ACTIVITY	CONTACT	DESCRIPTION	DUE DATE
AZBoSCoC NOFA Applications Released	Candee Stanton Ryan Vernick	Bulletin posted on ADOH website and e-mailed announcing opening of NOFA application process. AZBoSCoC NOFA local applications and materials released on ADOH website.	7/30/19-8/5/19
New/Bonus Project Pre Application Conversation	Candee Stanton	Applicants for CoC, DV Bonus Funds or Reallocated funds	8/7/19
Request for Information (RFI) and Self-Scoring Tool from current sub-recipients	Candee Stanton Ryan Vernick	Sub recipient documents including RFI and project scoring tools submitted through ADOH Special Needs Portal.	8/22/19
Sub Recipient forms	Candee Stanton Ryan Vernick	Forms including: Match letter HMIS Match Letter Drugfree Certification Code of Conduct Certification of Compliance with Consolidated Plan	8/28/19
CoC, DV Bonus Project and Reallocation Applications Submitted	Candee Stanton Ryan Vernick	CoC and DV Bonus Projects and Reallocation New Project Applications submitted through ADOH Special Needs Portal.	8/22/19
Notification of project acceptance renewal applications	Ryan Vernick ADOH Bulletin	Renewal Sub-Recipients will be notified that projects have been accepted to be submitted in either Tier One or Tier Two. Notification will be provided by EMAIL and through the ADOH Bulletin. (This is only notification of acceptance for submission –not notice of ranking).	9/9/19

		Other Process Activities and Due Dates	
New/Bonus Project Review	Independent Community Review Panel	AZBoSCoC New/Bonus Project Review Panel will review, score and rank all New/Bonus applications to determine inclusion in AZBoSCoC Ranking and Review Process.	8/26/19-8/28/19
Notification of acceptance of new or bonus/reallocation projects for HUD submittal	Ryan Vernick ADOH Bulletin	New agencies and sub-recipients who have submitted bonus or reallocation applications will be notified if those projects have been accepted (This is only notification of acceptance for submission – not notice of ranking).	8/30/19
Accepted Bonus and Reallocation applications provide additional required documentation	Candee Stanton	If a new or bonus/reallocation application has been accepted for submittal, Candee will contact the agency to coordinate that additional required information.	9/9/19
Ranking and Review of Project and GAB Approval of Tier I and Tier II Rankings	Project Review and Ranking is completed	An independent group of reviewers from the Governance Advisory Board will review both the bonus and reallocation projects as well as the self-scoring of the renewal projects. Projects will be ranked for Tier One and Two in HUD NOFA.	9/9/19
All Project Ranking is Announced	Ryan Vernick ADOH Bulletin	Final Governance Advisory Board Approve Ranking and Review published in ADOH Bulletin and posted on website.	9/11/19
AZBoSCoC 2019 NOFA Submitted to HUD	Ryan ADOH as Collaborative Applicant	ADOH will submit final 2019 HUD NOFA Application with all attachment and materials as collaborative applicant on behalf of AZBoSCoC.	9/30/19

ADDITIONAL NOFA INFORMATION

All HUD 2019 NOFA Rules, standards, requirements and priorities are available on the HUD Exchange website at: <https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>

This section includes a summary of additional HUD and AZBoSCoC background documentation regarding the 2019 NOFA process and standards.

Governance Advisory Board

HUD and the HEARTH Act requires that Continuums of Care have an independent governing Board. The AZBoSCoC Governance Advisory Board is the recognized governance body for the AZBoSCoC. The AZBoSCoC Governance Advisory Board, as one of its required duties, has met, reviewed and approved the key elements, priorities, review criteria and activities of the AZBoSCoC 2019 NOFA to align with establish AZBoSCoC goals and priorities. Key decisions made regarding this year's NOFA process:

- Use of objective performance-based scoring criteria for renewal projects
- Confirmation of threshold requirements
- Affirm existing target service populations and prioritization of at risk and high acuity populations
- Requirement of Housing First in any renewal or new project
- Approval of Eligible 2019 NOFA priority activities
 - Approval of Bonus Project proposed priority activities including
 - New PSH projects for chronically homeless populations
 - Approval of DV Bonus Projects for:
 - PH-RRH for Victims of Domestic Violence
- Initial approval to maintain HMIS project in Tier 1 to ensure adequate operational funding and support.
- Approval of overall NOFA timeline, submission processes and other ranking and review processes including Board providing final approval of project ranking.

Competitive Process

The AZBoSCoC NOFA is a competitive process open to non-profit, faith-based, private and public agencies. The AZBoSCoC reserves the right to administratively disqualify or penalize any application that does not comply with the submission process. This includes answering all questions completely and meeting deadlines.

- Per HUD 2019 NOFA requirements, all project applications (except Planning Funds) must be ranked and placed into either Tier 1 and Tier 2. This year, it is required Tier 1 represent ninety-four percent (94%) of the AZBoSCoC Annual Renewal Demand (ARD) with the remaining six percent (6%) ranked in Tier 2.
- The NOFA is a competitive process and the AZBoSCoC uses an objective process to rank all applications. The renewal projects are scored based on data from HMIS, other HUD reports

(ex: APRs) or other objective criteria (ex: Coordinated Entry participation records). The scoring criteria for new/bonus/reallocation projects is outlined in the scoring sheet for new/bonus reallocation projects posted on the ADOH website and available with the applications.

- HMIS is required for the CoC to operate and manage its resources effectively. To ensure adequate funding for HMIS support, the AZBoSCoC Governance Advisory Board has recommended the HMIS grant be included in Tier 1.
- HUD's defined priorities adopted and implemented through the AZBoSCoC are:
 - 1) Ending homelessness for all persons
 - 2) Create a systematic response to homelessness.
 - 3) Strategically allocate resources.
 - 4) Use a Housing First Approach.
 - 5) Ensuring that services are low barrier

Priority populations considered in planning and resource allocation continue to be:

- 1) households with a member who meets the definition of chronically homeless. (Individuals and Families)
- 2) households (Individuals and Families) with high acuity and needs.
- 3) families
- 4) youth
- 5) Survivors of domestic violence encompasses Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors. Projects can be proposed to serve survivors who are fleeing domestic violence.
- 6) Veterans

Evaluation Criteria:

The HEARTH Act, 2019 HUD NOFA Documentation, AZBoSCoC Governance Advisory Board, and ADOH as the collaborative applicant for the AZ Balance of State Continuum of Care require that all CoC funded projects meet certain threshold standards of capacity, participation and performance in order to receive or be considered for CoC funding with the AZBoSCoC NOFA process. These threshold requirements are:

- 1) AZBoSCoC Coordinated Entry Participation
- 2) Housing First and/or Low Barrier Implementation
- 3) Documented, secured minimum HUD required match
- 4) Project is financially feasible
- 5) Sub recipient is active CoC participant
- 6) Application is complete, and data is consistent
- 7) Agency HMIS data quality at or above 98%
- 8) Bed/unit utilization at/or above 90%
- 9) Acceptable annual organizational audit/financial review
- 10) Documented organizational financial stability

- 11) If applicable, agency projects that are approved as DV Bonus project are required to have a comparable data system to HMIS.

In addition to meeting threshold requirements, AZBoSCoC funded projects are also monitored and evaluated on objective performance based criteria based on Governance Advisory Board approved performance benchmarks. These objective standards include key project appropriate standards including exits to permanent housing from RRH and PSH projects, retention in permanent housing from RRH and PSH projects, and number of program participants with increased income (both earned and other sources). These performance benchmarks are included in the renewal project scoring tool which is used to rank renewal projects for the NOFA process.

In addition to meeting threshold requirements documented above, new applications must also demonstrate:

- Project Budget is reasonable
- Scope of Services can be accomplished within the project timeframe
- Agency Capacity – must provide evidence that the agency has implemented similar projects in the past
- Project addresses or aligns with an identified AZBoSCoC service need or target population
- If your application is chosen to be included in the AZBoSCoC application, and you do not participate already, you must commit to participate in Coordinated Entry utilizing the VI-SPDAT, Case Conferencing and HMIS (Homeless Management Information System)

Ranking Projects in Tier 1 and Tier 2:

Projects submitted to HUD in Tier 1 are expected to be funded, provided that the project meets HUD eligibility and threshold requirements.

Tier 2 projects will be awarded funds by HUD based on a computed comparative score using:

- the CoC 's 2019 application competitive score (includes scores based on APR, CoC participation (self-scored) and review committee input). In addition to the self-scoring criteria, an additional 10 points is available based on ADOH monitoring findings. **In addition, 2 points will be subtracted from a specific project score if deadlines related to documents are not met or the match letter format is not used for the initial submission of the match letters.**
- the rank the CoC gives the project;
- commitment to Housing First/low-barrier entry.

Priority List (Projects Ranking-Tier 1 and Tier 2:

Project applicants will be informed via e-mail when the Priority Listings have been posted on the ADOH website.

Review Process:

An independent rating panel will review, and score all submitted applications for final approval by the Governance Advisory Board. Any bonus or reallocation project selected for submission to HUD will be included in the prioritized, ranked project list.

Match:

Bonus and reallocation projects are required to identify a twenty-five percent (25%) match. Match must meet the requirements of 24 CFR part 578. Match must be equal to or greater than twenty-five percent (25%) of the total grant request for all eligible costs including admin costs but excluding leasing costs (i.e. leased units and leased structures). Program income (such as rent) can be used as match.

In addition, if the application is ultimately approved as part of the AzBoSCoC NOFA application, prior to contract execution, a Memorandum of Understanding (MOU) will be required between the agency and partners that provide significant support. The MOUs required will be identified through discussion with ADOH staff.

Additional information that will be needed for Bonus or Reallocation Projects that are accepted for submittal:

If the bonus or reallocation project is successful in being recommended for funding, additional information will be needed to complete the HUD application in e-SNAPS. Be prepared to set aside time to work with Candee Stanton in providing that information. Items will include:

- match letters;
- Certification of Consistency with the Consolidated Plan if the project covers any of the following communities: Flagstaff, Prescott, Yuma, Douglas, Casa Grande and Sierra Vista;
- 501(c)(3);
- Full budget information;
- Drug Free Workplace Certification;
- Code of Conduct, if not already on file;
- Additional HUD information (i.e. detail on households served, housing type, etc.)

Appeals Process:

Project applicants that submitted a bonus or reallocation project will be informed via e-mail of the funding recommendations of the AZBoSCoC.

Projects wishing to file an appeal of a rejection to the AZBoSCoC must file a written appeal with the ADOH Special Needs within seventy-two (72) hours of being notified of the projects' initial rejection. Funding recommendations made by the AZBoSCoC after consideration of any local appeals shall be final.

Projects that believe they were not allowed to participate in a fair and open process and were rejected by the AZBoSCoC also may appeal the rejection directly to HUD by submitting a project application as a solo application in e-SNAPS prior to the HUD application deadline of September 30, 2019, per HUD's instructions in e-SNAPS and/or the NOFA.

Scoring Tools

The Scoring tools for both renewal applications and bonus applications will be available on the ADOH website by 8/7/19. These are provided for reference only. No action is needed from new applicants or sub-recipients.

Submittal Timelines/Process:

The process for submittal of documents has changed. Documents **must** be submitted in electronic format via the ADOH Special Needs Portal located at: <https://housing.az.gov/portals/document-upload-portals/special-needs-portal>. Each document submitted must be labeled

- **New applications NEW – (Agency Project Name)** (i.e. AZ500NEW XYZ, Inc. Morningstar). The Application needs to be a Word Document
- Match letters for renewal projects may be bundled by agency and be in a PDF format. The name of the file is **Match letters—Agency Name. The HMIS match letter should be submitted separately and be labeled Agency Name—HMIS Match**
- Drugfree Certification---**Agency Name—Drugfree**
- Code of Conduct—**Agency Name—Code of Conduct**
- Certification of Consistency with Consolidated Plan. Again, these may be bundled into a single PDF, labeled **Agency Name-Certs. Each of the projects must have a separate certification signed by the relevant local government.**

Please call Candee Stanton at (602) 881-6606 if you have any questions about how to complete the information.

Please call Ryan Vernick at (602) 771-1017 if you have questions about submitting through the portal.

Key Definitions

- **Permanent Supportive Housing:** Permanent housing with rental assistance and supportive services to help disabled, chronically homeless persons to live independently.
- **Rapid Re-housing:** Permanent housing with case management and short- or medium-term rental assistance in a unit that the program participant retains after the assistance ends.

All bonus projects must limit project administrative costs to no more than seven percent (7%) of the project budget.

The Arizona Department of Housing (ADOH), as the Collaborative Applicant, will submit the full AZBoSCoC application by the due date of September 30, 2019. ADOH completes the full CoC NOFA application as required in the ESNAPS portal including all renewal and bonus application materials.

Arizona Balance of State
Continuum of Care
2019 Renewal Scoring

The Agency Score Sheet is due to ADOH by August 22, 2019 @ 5:00 PM. They must be submitted through the ADOH Portal. Only one Renewal Scoring needs to be completed for the agency. The following table provides a summary of points available for system related activities:

Item	Maximum Score
	Housing First/Low Barriers
1. Housing First	5
2. Low Barrier	5
3. Unique Agency Items – Housing First/Low Barrier	4
<i>Sub Total</i>	14
System Participation	
4. PIT Participation	3
5. LCEH Participation	3
6. Coordinated Entry	5
7. Case Conferencing	2
8. BNL Management	2
9. BNL Referrals	3
10. Rosters to Candee	1
<i>Sub Total</i>	19
Organizational and Cost Effectiveness	
11. Request for Payment	2
12. Code of Conduct	2
13. SOAR	4
<i>Sub Total</i>	8
TOTAL	41
APR and Performance Data ADOH is pulling the data from the APR for each project's scoring related to APR and Performance Data. This Score Sheet will be sent to the agencies for review and comment later in August. The summary of how that information will be scored will be on the ADOH website by 8/13/19.	55
GRAND TOTAL	96

Note— Check boxes can be checked by placing your cursor over the box.

Name of Agency:	Contact Person:
EMAIL:	Phone Number:

Complete one of these tables for each of your projects. There are four templates available. Please add additional tables to this document as needed. The purpose of this table is to provide updated information for the Project Description in the application.

Name of Project	
Type of Project (i.e. RRH, PSH, Th-RRH)	
<p>1. Review your current project description in the 2018 project application. Provide an updated description, limited to 1,000 characters, based on changes such as projects that have been combined, changes in services, new community partnerships, etc. Every Project must have an updated project description for 2019: The project description must provide this information:</p> <p>1a. What counties are covered by the project?</p> <p>1b. Who is the Target Population? (i.e. CH, families, Veterans, Individuals)</p> <p>1c. Did the Project change in any way since the last NOFA? (i.e. reallocated, combined with another project, added locations, added services):</p> <p>1d. What need is the project meeting? (provide data)</p> <p>1e. What supportive services are provided and by whom?</p> <p>1f. Who are your agency partners for this project?</p>	

Name of Agency:	Contact Person:
EMAIL:	Phone Number:

Complete one of these tables for each of your projects. There are four templates available. Please add additional tables to this document as needed. The purpose of this table is to provide updated information for the Project Description in the application.

Name of Project	
Type of Project (i.e. RRH, PSH, Th-RRH)	
<p>1. Review your current project description in the 2018 project application. Provide an updated description, limited to 1,000 characters, based on changes such as projects that have been combined, changes in services, new community partnerships, etc. Every Project must have an updated project description for 2019: The project description must provide this information:</p> <p>1a. What counties are covered by the project?</p> <p>1b. Who is the Target Population? (i.e. CH, families, Veterans, Individuals)</p> <p>1c. Did the Project change in any way since the last NOFA? (i.e. reallocated, combined with another project, added locations, added services):</p> <p>1d. What need is the project meeting? (provide data)</p> <p>1e. What supportive services are provided and by whom?</p> <p>1f. Who are your agency partners for this project?</p>	

Name of Agency:	Contact Person:
EMAIL:	Phone Number:

Complete one of these tables for each of your projects. There are four templates available. Please add additional tables to this document as needed. The purpose of this table is to provide updated information for the Project Description in the application.

Name of Project	
Type of Project (i.e. RRH, PSH, Th-RRH)	
<p>1. Review your current project description in the 2018 project application. Provide an updated description, limited to 1,000 characters, based on changes such as projects that have been combined, changes in services, new community partnerships, etc. Every Project must have an updated project description for 2019: The project description must provide this information:</p> <p>1a. What counties are covered by the project?</p> <p>1b. Who is the Target Population? (i.e. CH, families, Veterans, Individuals)</p> <p>1c. Did the Project change in any way since the last NOFA? (i.e. reallocated, combined with another project, added locations, added services):</p> <p>1d. What need is the project meeting? (provide data)</p> <p>1e. What supportive services are provided and by whom?</p> <p>1f. Who are your agency partners for this project?</p>	

Name of Agency:	Contact Person:
EMAIL:	Phone Number:

Complete one of these tables for each of your projects. There are four templates available. Please add additional tables to this document as needed. The purpose of this table is to provide updated information for the Project Description in the application.

Name of Project	
Type of Project (i.e. RRH, PSH, Th-RRH)	
<p>1. Review your current project description in the 2018 project application. Provide an updated description, limited to 1,000 characters, based on changes such as projects that have been combined, changes in services, new community partnerships, etc. Every Project must have an updated project description for 2019: The project description must provide this information:</p> <p>1a. What counties are covered by the project?</p> <p>1b. Who is the Target Population? (i.e. CH, families, Veterans, Individuals)</p> <p>1c. Did the Project change in any way since the last NOFA? (i.e. reallocated, combined with another project, added locations, added services):</p> <p>1d. What need is the project meeting? (provide data)</p> <p>1e. What supportive services are provided and by whom?</p> <p>1f. Who are your agency partners for this project?</p>	

Self-Scoring

This is the Self-Scoring Sheet. These scores will be combined with other factors/attributes that have been scored and the performance data that was generated for each project based on data from the APR and Performance. These items include participation in the LCEH and the PIT, participation in Coordinated Entry, timely reporting and funds draw down and unresolved monitoring findings. The

Self-score each activity based on the following criteria/attributes. Please call Candee if you have questions how to complete this table.

NOTE: for check boxes—to check the box—hover your cursor over the box—and right click—it should put an X in the box—if that doesn't work—put an X next to the box.

Item	Place agency score for item in this column
Housing First/Low Barriers	
<p>1. Give the agency one point for each Housing First criteria you check from this list below. The agency's projects accept individuals who</p> <p><input type="checkbox"/> have too little or no income. <input type="checkbox"/> active history of substance use. <input type="checkbox"/> have a criminal record except mandated restrictions. <input type="checkbox"/> history of victimization</p> <p>ADD ONE POINT IF ALL BOXES CHECKED (maximum score available is 5)</p>	
<p>2. Give the agency one point for each reason that participants are not terminated from the program</p> <p><input type="checkbox"/> We do not terminate for failure to participate in supportive services <input type="checkbox"/> We do not terminate for failure to make progress on service plan <input type="checkbox"/> We do not terminate for household's loss of income or failure to improve income <input type="checkbox"/> We do not terminate for any other activity not covered in lease agreement typically found for unassisted persons.</p> <p>ADD ONE POINT IF ALL BOXES CHECKED (maximum score available is 5)</p>	
<p>3. Describe any unique items about how your agency implements Housing First and ensures that the housing the agency provides is Low Barrier: (500 words maximum)</p>	<p>Leave blank—1 to 4 points will be scored by review team</p>

System Participation			
Item		Scoring Scale	Place agency score for item in this column
4. PIT Participation		Our agency was the lead/co-lead for the PIT – 3 pts Agency staff participated in the PIT – 1 pt. Our agency was not involved in the PIT – 0 pts.	
5. LCEH Participation		An agency that is not a sub-recipient chairs the LCEH. 5 pts. Our agency chairs the LCEH. 3 pts Our agency does not participate in the LCEH. 0 pts	
6. Coordinated Entry		An agency that is not a sub-recipient facilitates Coordinated Entry. 3pts. Our agency facilitates Coordinated Entry. 3 pts Our agency staff participate in Coordinated Entry-1 pt. Our agency staff do not participate in Coordinated Entry-0 pts.	
7. Case Conferencing		Case Conferencing takes place at least bi-weekly – 2 pts Case Conferencing takes place once a month – 1 pts There is no regular schedule for case conferencing-0 pts.	
8. By Name List		An agency that is not a sub-recipient manages the By Name List – 2 pts Our agency manages the By Name List. – 1 pt. The By Name List for our area is not being managed by any agency. – 0 pts.	
9. What is the percentage of referrals for this project that come from case conferencing and the By Name List?	Place Percentage Here	85%-100% - 3 pts 70%-84% - 2 pts <70% - 0 pts	

10. The LCEH roster is submitted to Candee after each meeting.		100% of rosters are submitted in a timely fashion – 1 pt. <80 % of rosters are submitted in a timely fashion – 0 pt. NA – we are not responsible for the LCEH roster	
Operational and Cost Effectiveness			
Item		Scoring Scale	Place agency score for item in this column
11. Request for payment submitted to ADOH on time for the previous twelve (12) months. (<i>Submitted within 60 days for the previous month.</i>)		100% of payment requests submitted on time – 2 pts 95%-99% of payment requests submitted on time – 1 pt. <95% of payment requests submitted on time – 0 pts	
12. The agency’s most recent Code of Conduct complies with the HUD requirements. (See link at end of table)		Our Code complies or will comply and will be sent to Candee by 8/28/19 – 2 pts We cannot update our code to comply with the requirements. – 0 pts	
13. SOAR		We have SOAR trained staff within our agency and enter information into OAT – 4 pts We do not have SOAR trained staff but have an agreement with (name agency) _____ to refer clients. – 3 pts We do not have SOAR trained staff and do not refer clients for SOAR assistance – 0 pts	

https://www.hud.gov/program_offices/spm/gmohmt/grantsinfo/conductgrants

Item	Scale	APR Q	Maximum Points	PSH	RRH/TH-RRH
Project Performance					
A. Participation/Retention PSH-180 days or more RRH-180 days or less	>75% - 6 points 70 - 74% - 4 points 60-69% - 1 point <60% - 0 points	22A.1	6	6	6
B. Housing Retention PSH- % of clients who remain in PSH or exit to PH	91%+ - 12 points 86-90% - 8 points 80-85% - 4 points <80% - 0 points	Q8+Q23a	12	12	
C. Housing Retention RRH- % of clients who retain PH or who exit to PH	76%+ - 12 points 70-75% - 8 points 65-69% - 4 points <65% - 0 points	Q8+Q23a	12		12
D. % of clients who had cash income at assessment or exit	20%+ - 7 points 15-19% - 5 points 10-14% - 2 points < 10% - 0 points	Q19a3-% of adults with any income	7	7	7
E. % of clients who had non cash income at assessment	25%+ - 7 points 20-24% - 5 points 11-19% - 2 points < 11% - 0 points	Q20b- % based on stayers	7	7	7
F. % of clients who have health insurance	>80%+ - 4 points 70-79% - 3 points 60-79% - 2 points < 60% - 0 points	Q21- 1 or more source of health income	5	5	5
G. RRH-Length of time between start and housing move in	30% or more move in within 30 days-4 points 50% or move in within 60 days-3 points Less than 50% move in	Q22c	4		4
G.1. PSH -length of time between start and housing move in	30% or more -60 days or less-4 points 50% or more- 90 days or less-3 points 50% or more -91 days or more-0 points	Q22c	4	4	
H. PSH-% of households with CH persons	All PSH openings should be filled with eligible CH person 90%+ filled by CH (or Dedicated+) - 6 points 75 - 90% - 5 points 65 - 74% - 3 points <65% - 0 points	26a	6	6	

Item	Scale	APR Q	Maximum Points	PSH	RRH/TH-RRH
I. RRH-% of participants with at least one condition	25%+ of persons w/ at least one condition – 6 pts 20- 24% of persons w/ at least one disability – 4 points 10 – 19% persons w/ at least 1 condition – 2 points > 10% of openings filled by CH household – 0 pts.	13a2	6		6
SYSTEM PARTICIPATION					
J. HMIS Data Quality	98-100% of client data entered in 0-6 days – 4 pts 85-97% of client data entered 0-6 days – 3 pts 75-84% of client data entered 0-6 days – 1 pt. < 75% of client data entered 0-6 days -0 pts.	6e	4	4	4
K. Maintain Data Quality Standards	100% - 4 Points 98-99% - 3 points 95-97% - 1 points >95% - 0 points	6b	4	4	4
			77	55	55

**2019 Balance of State Continuum of Care Application
 Bonus Project Scoring Worksheet
 (Please complete one scoring worksheet for each application)**

Your Name _____

Name of Agency _____

Project Name _____

1 and 1a. Unresolved monitoring findings	Did the applicant have any findings?	<ul style="list-style-type: none"> • No findings –2 points • Findings that have been resolved –1 points • Findings that have not been resolved –0 points
Comments		Place score here
2 and 3. Local Continuum to End Homelessness (LCEH) involvement	Is the applicant involved with LCEH in the communities they serve?	<ul style="list-style-type: none"> • Attends all meetings and participates on a minimum of one committee-4 points • Attends 75% of LCEH meetings-2pts • Does not attend 75% of meetings-0 points
Comments		Place score here
4. 2019 Point in Time Count	Did the Applicant describe involvement in the local Point In Time Count?	<ul style="list-style-type: none"> • The applicant participated – 3 points • The applicant did not participate – 0 Points
Comments		Place score here
5-11. Agency Operations/ Financial	Did the applicant document ability to carry out the project? Were appropriate financial operations documented? Did the applicant present a realistic timeline to complete the project?	<ul style="list-style-type: none"> • Agency documented capacity and ability to implement project – 8 points • Agency is capable but will need assistance in developing procedures to meet ADOH/ HUD Guidelines – 4 points • Agency would need significant support to implement the project – 2 points • Agency does not have the capacity to implement the project-0 points
Comments		Place score here

Project Information		
1,2, and 3. Project Description	Did the applicant provide a complete and clear description about the project and target population?	<ul style="list-style-type: none"> • Project Description was complete-8 points • Project Description was adequate-4 points • Project Description was insufficient and did not provide a full overview—0 points
Comments		Place score here
4. Unmet Need	Was the unmet need in the community that this project will address described sufficiently? Was local data used to describe need? Was the 2019 Unsheltered Count cited as part of the data used?	<ul style="list-style-type: none"> • Unmet need information was complete and compelling—8 points • Unmet need was adequate—4 points • Unmet need did not provide a compelling reason for the project—0 points
	Project serves an unserved or underserved community. (i.e. Apache, La Paz, Gila, Graham, Greenlee, Pinal))	<ul style="list-style-type: none"> • Unserved/Underserved Community 3 points • Not in unserved/underserved community—0 points
Comments:		Place score here
5. Support and Wraparound Services/ Collaboration	Did the applicant provide a clear description about how wraparounds services will be provided? Is it clear what agencies will collaborate to provide services to participants?	<ul style="list-style-type: none"> • Wraparound services and collaborations were clearly articulated—5 points • Wraparound services description was adequate—3 points • Wraparound services description was incomplete—0 points
Comments:		Place score here
6, 6a, 7, and 7a. Outreach	Did the applicant describe how outreach will take place and how participants will be identified for the project?	<ul style="list-style-type: none"> • Outreach descriptions was complete—5 points • Outreach description was not adequate—0 points
Comments		Place score here
HMIS		
8,1a,1b,1c HMIS	Did the applicant explain how they will use HMIS or if a DV provider, use a comparable database?	<ul style="list-style-type: none"> • HMIS use or comparable database description was complete and clear—4 points • HMIS use or comparable database description was adequate—2 points

		<ul style="list-style-type: none"> Agency did not provide sufficient information to indicate competent use of a client level database—0 points
Comments		Place score here
CULTURAL COMPETENCY		
1. Cultural Competency	<p>Did the applicant demonstrate cultural competency and sufficient resources to effectively serve individuals with different cultures including cultures i.e. ethnic, senior or military, and languages?</p>	<ul style="list-style-type: none"> Cultural Competency was clearly demonstrated—6 points Cultural Competency description was adequate —4 points Agency did not provide sufficient information to indicate that it has policies and practices that demonstrate cultural competence.—0 points
Comments		Place score here
COORDINATED ENTRY AND CASE CONFERENCING		
1, 1a, 2, 3, 4, 4a. Coordinated Entry (CE) and Case Conferencing (CC)	<p>Did the response include the use of the VI-SPDAT and the local coordinated entry process? Was the process used for case conferencing described? Was there a description about how community partners are involved in case conferencing?</p>	<ul style="list-style-type: none"> CE/CC activity and collaborations were clearly articulated—7 points CE/CC activities and collaboration was adequate—4 points CE/CC activities description was incomplete—0 points
Comments		Place score here
MAINTSTREAM RESOURCES		
1a-o. Mainstream Resources	<p>Did the response provide a sufficient overview about how the client/tenant is connected to mainstream resources?</p>	<ul style="list-style-type: none"> Connection to mainstream resources were clearly articulated—5 points Description of connection to mainstream resources was adequate—3 points Mainstream resources connection description was incomplete—0 points
Comments		Place score here
INSURANCE AND Social Security (SSI/SSDI)		
1, 2, 3, 4, 5, 6, and 7 INSURANCE SSDI/SOAR	<p>Did the response describe how clients/tenant are connected to insurance and social security (SSI/SSDI) benefits or a SOAR trained individual to apply for benefits?</p>	<ul style="list-style-type: none"> Description articulated clearly how individuals are connected--5 points Description was adequate—3 points Description was incomplete—0 points
Comments		Place score here

HOUSING FIRST/LOW BARRIER		
1, 1a, 1b, 1c, 1d, 1e, 2, and 3 Housing First/Low Barriers	Did the applicant clearly describe how the project would be operated using the Housing First principles and that barriers are addressed and not used to prevent someone from being housed?	<ul style="list-style-type: none"> • Description articulated clearly how Housing First and Low Barriers will be implemented--8 points • Description was adequate—4 points • Description was incomplete—0 points
Comments		Place score here
EMPLOYMENT/INCOME		
1 and 2. Employment and Income	Did the response describe how the client/tenant would be connected to employment support and what types of employment support are provided?	<ul style="list-style-type: none"> • Description articulated clearly how connections to employment will be implemented--5 points • Description was adequate—3 points • Description was incomplete—0 points
Comments		Place score here
EDUCATION		
1. Education	If applicable, did the response describe how the agency works with homeless school liaisons or help clients/tenants in enrolling in education activities?	<ul style="list-style-type: none"> • Description articulated clearly how connections to education will be implemented--5 points • Description was adequate—3 points • Description was incomplete—0 points
Comments		Place score here
PERMANENT HOUSING/MOVE UP STRATEGY		
1. Permanent Housing	Did the response describe how clients/tenants will be supported in remaining or obtaining permanent housing?	<ul style="list-style-type: none"> • Description articulated clearly how connections to permanent housing will be implemented--8 points • Description was adequate—4 points • Description was incomplete—0 points
Comments		Place score here
DOMESTIC VIOLENCE/HUMAN TRAFFICKING SURVIVORS		
1. Domestic Violence	Did the response describe how the project will make a connection with DV providers and comply with VAWA?	<ul style="list-style-type: none"> • Description articulated clearly how connections to domestic violence programs will be implemented--7 points

		<ul style="list-style-type: none"> • Description was adequate—4 points • Description was incomplete—0 points
Comments		Place score here
CONSOLIDATED PLAN		
1. Consolidated Plan	Did the response describe involvement in consolidated plan process at local or state level?	<ul style="list-style-type: none"> • Description articulated participation in Consolidated Plan—2 points • Description was incomplete—0 points
Comments		
DOMESTIC VIOLENCE BONUS		
1. Domestic Violence Bonus Projects Only	Did the response adequately describe the agency's experience and strategies for providing victim informed services and evidence based practices?	<ul style="list-style-type: none"> • Description articulated agency experience and demonstrated awareness and implementation of victim informed services. – 10 points • Description was adequate—5 points • Description was incomplete—0 points
Comments		Place score here
2. Domestic Violence Bonus Projects Only	Did the response adequately describe the agency's familiarity, use and adherence to the AZ Service Standards for Domestic Violence Service Providers and how those standards will be incorporated into this project?	<ul style="list-style-type: none"> • Description articulated clearly how standards will be met --10 points • Description was adequate—5 points • Description was incomplete—0 points
Comments		Place score here
3. Number of persons served		Not Scored
Comments		

Summary Scoring Matrix

Question #	Question	Maximum Points
1 and 1a	Unresolved monitoring findings	2
2 and 3	Local Continuum Involvement	4
4	2019 Point in Time Count	3
5-11	Agency Operations including Financial	8
1, 2 and 3	Project Description	8
4	Unmet Need	8
5	Support and Wraparound Services	5
6, 6a, 7 and 7a	Outreach	5
8, 1a, 1b, 1c	HMIS	4
1	Cultural Competency	5
1, 1a, 2, 3, 4, 4a	Coordinated Entry and Case Conferencing	7
1a-o	Mainstream Resources	5
1, 2, 3, 4, 5, 6, 7	Insurance/SSDI/SOAR	5
1, 1a, 1b, 1c, 1d, 1e, 2, 3	Housing First/Low Barrier	8
1 and 2	Employment and Income	5
1	Education	5
1	Permanent Housing	8
1	Domestic Violence/Trafficking Survivors	7
1	Consolidated Plan	2
		104
	Domestic Violence Bonus	
1	Domestic Violence Bonus Project-victim informed services	10
2	Domestic Violence Bonus Project compliance with AZ Service Standards	10
3	Number of persons served – not scored	
		20

- Forms
- Fair Housing Forms
- Rent & Income Limits
- Rental Asset Management
- Rental Compliance
- CDBG
- Rental Development Bonds
- Rental Development LIHTC
- Special Needs
- Special Needs-Continuum
- State Housing Fund
- Public Housing Authority
- National Housing Trust Fund
- Weatherization

- Any -

2019 BALANCE OF STATE CONTINUUM OF CARE NOFA

2019 Project Ranking Approved by the Governance Advisory Board	APR Performance Renewal Scoring Matrix
Application Bonus Project Scoring Worksheet	2019 AZBOSCOG Request for Information for Collaborative Application Narrative
2019 Subrecipient Renewal Self Scoring Tool	2019 NOFA Application Instructions
2019 Certification of Drugfree Workplace	2019 Certification of Consistency with the Consolidated Plan
2019 AZBoSCoC Match Letter Template	2019 AZBoSCoC HMIS Match Letter Template
2019 AZBosCoC Bonus Project Application	2019 Match Requirements

BOSCOG (GENERAL DOCUMENTS)

2019 La Paz County RRH Request for Proposal Q & A	Balance of State Continuum of Care Governance Charter (Amended 04/21/2017)
Balance of State Continuum of Care Memorandum of Understanding	

BOSCOG ANNUAL MEETINGS

SPECIAL NEEDS ARCHIVES

- [2016 Request for Proposal Questions and Answers \(05/24/16\)](#)
- [Training Video - Special Needs Housing Manual](#)
- [RFP-Rapid Rehousing - La Paz County](#)

3A Written Agreement with Local Education or Training Organization

Attached is the agreement between the Coconino County Local Continuum to End Homelessness (LCEH) and Flagstaff Shelter Services which received CDBG funds to coordinate employment services for individuals experiencing homelessness. At the statewide LCEH meeting in October 2019, Coconino County will make a presentation about this new project. Currently there are informal referral processes in place between CoC sub recipients and agencies who provide skill training and employment support to persons experiencing homelessness. LCEH membership throughout the geographic area also include these agencies.



**Agreement
Flagstaff Shelter Services (FSS)
and
Coconino County Coalition to End Homelessness (LCEH)**

The purpose of this agreement is to articulate the collaboration between Flagstaff Shelter Services and the LCEH related to recent Community Development Block Grant (CDBG) funds awarded to FSS.

Flagstaff Shelter Services was awarded CDBG funds to facilitate persons experiencing homelessness access to employment related training and education opportunities.

As a result of this opportunity FSS and the LCEH agree to the following:

- **Through the LCEH, coordination for available services and related outreach, referral and access will take place. As needed formal processes will be established and shared at LCEH meetings.**
- **Bus passes will be purchased through Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) and disseminated through the LCEH coordinated entry program, Front Door of Coconino County (FD). Passes will be offered to any individual experiencing homelessness that is working with the FSS Employment Navigator.**

9/4/19

Ross Altenbaugh
Executive Director
Flagstaff Shelter Services

Date

9/5/19

Heather Marcy
Co-Chair, LCEH

Date

3A Written Agreement with Local Workforce Development Board

There are two documents included.

1) The Mohave County Local Continuum to End Homelessness (LCEH) Agreement with the Mohave County ARIZONA@WORK board. At the next statewide LCEH meeting in October, the Mohave County LCEH will discuss their interactions with the ARIZONA@WORK Board and how they can be replicated in other counties as applicable.

2) A draft of an agreement at the state level between the Arizona Department of Economic Security (ADES), the lead agency statewide for workforce development activities including AZ@Work and the Arizona Department of Housing (ADOH) as the collaborative applicant for the AZ Balance of State Continuum of Care (AZBOSCOC). This agreement is in review at both agencies and hasn't been vetted thru all the channels at this time. This agreement will set the tone for a commitment from the local workforce boards and the LCEH's to collaborate closely related to employment support for those experiencing homelessness.

**Memorandum of Understanding
between
Arizona Department of Economic Security
and
Arizona Department of Housing**

The purpose of this memorandum of understanding is to acknowledge the importance of cooperation and collaboration between the Arizona Department of Economic Security (ADES) ARIZONA@WORK and the Local Continuums to End Homelessness (LCEH) that operate as part of the Arizona Balance of State Continuum of Care (AZBOSCO) under the Arizona Department of Housing to formalize linkages to employment resources.

ARIZONA@WORK is the statewide workforce development network that helps job seekers throughout the state by providing services and resources to pursue employment opportunities.

Arizona Department of Housing is the Collaborative Applicant, the HMIS Lead and the HUD Grantee for the Balance of State Continuum of Care.

To that end the Arizona Department of Economic Security on behalf of ARIZONA@WORK throughout the balance of state geographic area and the Arizona Department of Housing on behalf of the Arizona Balance of State Continuum of Care/Local Continuums to End Homelessness agree to the following:

- ADES ARIZONA@WORK staff in conjunction with the ADOH BoSCoC Coordinator will work to develop a comprehensive MOU that will provide a foundation for state program representatives to participate in the Case Conferencing in the local geographic areas of the AZBoSCoC to collaborate with the LCEH to facilitate individuals experiencing homelessness access to employment and training support.

- Each local ADES Arizona@Work office is unique and presents a different set of circumstances as does each LCEH.
- The comprehensive MOU will identify roles and resources of ADES Arizona@Work programs and the LCEH.
- LCEH lead staff will keep Workforce Development staff informed about LCEH activities and the needs of individuals served who are coming out of homelessness related to employment and training.
- The LCEH and ARIZONA@WORK will work collaboratively to facilitate access to services beneficial to all clients including co-enrollment in employment and programs for individuals experiencing homelessness.

Michael Traylor, Director Date
AZ Department of Economic Security

Carol Ditmore, Director Date
AZ Department of Housing

**ARIZONA BALANCE OF STATE CONTINUUM OF CARE
PRELIMINARY RACIAL DISPARITY ASSESSMENT
SUMMARY**

2019

ISSUE:It is the goal and intent of the Arizona Balance of State Continuum of Care to coordinate and ensure that all persons experiencing homelessness are able to access and receive services regardless of race, ethnicity or national original (or any other federally protected status). To this end, HUD has encouraged CoC's to conduct assessments to determine if there are any disparate impacts resulting from CoC practices including Coordinated Entry, housing prioritization, housing placement or supportive services.

METHODOLOGY: To perform this initial analysis last year, CoC HMIS demographics and the HMIS generated AHAR reports on ES, TH and PH demographics and state/county census data and compared them to determine if any racial or ethnic groups were under or over represented: a) in the general homeless population; b) in emergency and transitional shelter services; and c) in rapid re-housing and permanent housing placement. This year the AZBosCoC began utilizing the new LSA and STELLA tools and there were no additional disparities identified. These tools were used to further assess the issues identified last year regarding Native Americans.

In utilizing the STELLA reporting tool this year, the data shows that the Native American population accounts for 24% of those served in Shelters and Transitional Housing in the 10/1/2017-9/30/2018 operating year. This percentage is significantly higher than any other sub-population represented in the data other than the White, Non-Hispanic/Non-Latino population which accounts for 45% of those served in ES, TH. When we look at the data representing those served in Permanent Supportive Housing and Rapid Re-Housing, we see that the Native American population is significantly disproportionate to the White, Non-Hispanic/Non-Latino population. When we look at the data for PSH we see that 67% of those served are White, Non-Hispanic/Non-Latino while only 8% of those served are Native American. Similarly, in RRH, White, Non-Hispanic/Non-Latino population accounts for 58% of the total population served while the Native American population accounts for only 11%. This data seems to suggest that the Native American Population is being underserved across PSH and RRH programs, however more analysis and research is needed to make a conclusive determination as to why these disparities exist and what can be done to address possible solutions.

Population	ES, TH	PSH	RRH
White, Non-Hispanic	45%	67%	58%
White, Hispanic/Latino	18%	16%	17%
African American	6%	4%	8%
Asian	1%	1%	1%
Native American	24 %	8%	11%
Native Pacific Islander	1%	1%	1%
Multiple Races	4%	4%	3%
Unknown	2%	1%	1%

2019 EFFORTS TO ADDRESS POTENTIAL DISPARITIES

- a) The STELLA reporting tool reconfirms last year’s preliminary report that there is a disparate impact for Native Americans who experience homelessness and do not access Permanent Housing through the same system in which they access shelter and transitional programs.
- b) The COC has begun discussion around this issue w/ local stakeholders in LCEH’s and the Governance Advisory Board (GAB). In addition, we began researching and identifying possible causes and issues. the following information has been gathered thus far:
 - 1) There is anecdotal information that Native American shelter use in some areas may be due to lack of infrastructure around transportation, economics (jobs), weather at certain times of the year or lack of adequate accommodations in tribal communities resulting in temporary emergency shelter use by individuals who may have housing in their community. They are not necessarily seeking long term PH housing options.
 - 2) Review strategies used by other states and COCs. The Minnesota C)Cs seem to have risen as leaders in this area and HUD TA set up a conference call which was the start of this COC’s learning process.
 - 3) A major challenge is that AZ has 21 Native American Tribes which are located partially or entirely within the COC geographic area. Each tribe has a distinct culture
 - 4) The CoC submitted application for HUD TA on Coordination for Tribal Populations. There has not been a response to this request. There is a commitment to participate from the AZ State Tribal Liaison. The goal of the request is to assist us with capacity to develop a committee/s to engage with the Tribes.
 - 5) Beginning with the release of STELLA and submission of the first LSA data in April, the CoC began looking at other indicators to see if other documentation of disparities exist.

RECOMMENDATION

- Native American/Tribal Outreach – At GAB and LCEH level, develop strategies to outreach to Native American and tribal organizations to better understand shelter and housing placement disparities and develop solutions.
 - Work on this with goal to establish a subcommittee at the GAB level and task each LCEH with engaging local tribal leadership or service providers to identify needs, issues, and service use patterns.
- Coordinated Entry Committee – include existing disparities assessment with other priorities and gaps analyses to improve CoC Coordinated Entry system priorities and outreach strategies.
 - The CE standards were rewritten this year – strengthened language around discrimination and serving all persons equally.
- Representation –, Ensure adequate diversity of representation in AZBoSCoC Governance, committees and LCEHs so that ongoing analysis and potential solutions incorporate the input and participation of all affected groups including by race and ethnicity by 1) establishing subcommittee; 2) possible recruitment of Native member for GAB (maybe state liaison); 3) LCEH recruitment of Native American members.

4A-7a Project List-Homeless Under Other Federal Statutes

Not Applicable



Arizona Department of Housing

Homeless Management Information System Governance Charter

Revised Draft August 2, 2019

1110 West Washington Street, Suite 310 | Phoenix, AZ 85007
Telephone: (602) 771-1000 | Facsimile: (602) 771-1002 | TTY: (602) 771-1001



**HOMELESS MANAGEMENT
INFORMATION SYSTEM
GOVERNANCE CHARTER**

Table of Contents

1. Purpose.....	3
2. Arizona Balance of State Continuum of Care (BoS CoC) Responsibilities	3
3. Designations.....	4
3.1. HMIS System.....	4
3.2. HMIS Lead.....	4
4. Responsibilities of the HMIS Lead	4
5. Duties of the HMIS Lead	5
5.1. Arizona BoS CoC HMIS Policies and Procedures.....	5
5.2. Unduplicated Count	5
5.3. Reporting	5
5.4. Privacy	5
5.5. HMIS Standards.....	5
6. Responsibilities of the CoC HMIS/Data Committee.....	6
7. Responsibilities of the PHA	6
8. Joint HMIS Lead-PHA Responsibility for Privacy	7

Arizona Balance of State Continuum of Care Charter

1. Purpose

The Arizona Balance of State Continuum of Care (BoS CoC) operates a Homeless Management Information System (HMIS) to record and store client-level information with regard to numbers, characteristics and needs of persons who use shelter, housing and supportive services who are experiencing homelessness within the thirteen (13) counties that constitute the Arizona Balance of State Continuum of Care.

HMIS is used to aggregate data about the extent and nature of homelessness over time; produce an unduplicated count of homeless persons; understand patterns of service use; and assist the Arizona BoS CoC to measure the effectiveness of homeless assistance projects and programs. Data produced is used for planning, education and submission to HUDCPD.

2. Arizona Balance of State Continuum of Care (BoS CoC) Responsibilities

The BoS CoC is responsible for:

- Designating a single information system as the official HMIS software for the geographic area.
- Designating an HMIS Lead to administer the HMIS.
- Providing for governance of the HMIS Lead, including:
 - The requirement that the HMIS Lead enter into written HMIS Participation Agreements with each Participating HMIS Agency (PHA) requiring the PHA to comply with federal regulations regarding HMIS and imposing sanctions for failure to comply; and
 - The participation fee, if any, charged by the HMIS.
- Maintaining documentation evidencing compliance with this part and with the governance charter.
- Reviewing, revising and approving the policies and plans required by federal regulation.

3. Designations

3.1. HMIS System

The BoS CoC designates the Service Point software operated by Wellsky as the official HMIS for the Arizona Balance of State CoC's geographic area.

3.2. HMIS Lead

The Arizona BoS CoC designates the Arizona Department of Housing (ADOH) as the HMIS Lead to administer the Arizona BoS CoC HMIS. ADOH may sub-contract all or part of the administration of the BoS CoC HMIS.

4. Responsibilities of the HMIS Lead

The HMIS Lead is responsible for:

- Ensuring the operation of and consistent participation by recipients of BoS CoC and Emergency Solutions Grants (ESG) Program funds, along with Federal Partner programs including SAMHSA, PATH and VA SSVF Participating HMIS Agencies, including oversight of the HMIS and any necessary corrective action to ensure that the HMIS is in compliance with federal requirements.
- Develop written HMIS policies and procedures in accordance with §24 CFR 580.31.
- Execute a written HMIS Participation Agreement with each PHA, which includes the obligations and authority of the HMIS Lead and PHA, the requirements of the security plan and privacy policy with which the PHA must abide, sanctions for violating the HMIS Participation Agreement and an agreement that the HMIS Lead and the PHA will process protected identifying information consistent with the agreement.
- Serving as the applicant to the US Department of Housing and Urban Development (HUD) for CoC grant funds to be used for HMIS activities for the BoS CoC's geographic area, as directed by the Arizona BoS CoC, and entering into grant agreements with HUD to carry out the HUD-approved HMIS activities.
- Monitoring and enforcing compliance by all PHAs with HUD requirements and reporting on compliance to the CoC and HUD.
- Monitoring data quality and taking necessary actions to maintain input of high-quality data from all PHAs.
- The HMIS Lead must submit a security plan, an updated data quality plan, and a privacy policy to the CoC for approval within six (6) months after the effective date of the HUD final rule establishing the requirements of these plans, and within six (6) months after the date that any change is made to the local HMIS. The HMIS

Lead must review and update the plans and policy at least annually. During this process, the HMIS Lead must seek and incorporate feedback from the BoS CoC and PHA. The HMIS Lead must implement the plans and policy within six (6) months of the date of approval by the Arizona BoS CoC.

5. Duties of the HMIS Lead

5.1. Arizona BoS CoC HMIS Policies and Procedures

The Arizona BoS CoC HMIS must adopt written policies and procedures for the operation of the HMIS that apply to the HMIS Lead, its PHAs, and the Continuum of Care. These policies and procedures must comply with all applicable Federal law and regulations, and applicable state or local governmental requirements. The HMIS Lead may not establish local standards for any PHA that contradicts, undermines or interferes with the implementation of the HMIS standards as prescribed in this part.

5.2. Unduplicated Count

The HMIS Lead must, at least once annually, or upon request from HUD, submit to the Arizona BoS CoC an unduplicated count of clients served and an analysis of unduplicated counts, when requested by HUD.

5.3. Reporting

The HMIS Lead shall submit reports to HUD as required.

5.4. Privacy

The HMIS Lead must develop a privacy policy. At a minimum, the privacy policy must include data collection limitations; purpose and use limitations; allowable uses and disclosures; openness description; access and correction standards; accountability standards; protections for victims of domestic violence, dating violence, sexual assault and stalking; and such additional information and standards as may be established by HUD in notice. Every organization with access to protected identifying information must implement procedures to ensure and monitor its compliance with applicable agreements and the requirements of this part, including enforcement of sanctions for noncompliance.

5.5. HMIS Standards

The HMIS Lead, in contracting an HMIS vendor, must require the HMIS vendor and the software to comply with HMIS standards issued by HUD as part of its contract.

6. Responsibilities of the CoC HMIS Committee

The HMIS Committee will work with the HMIS Lead to:

- Develop, annually review, and, as necessary, revise for Board approval a privacy plan, security plan, and data quality plan for the HMIS, as well as any other HMIS policies and procedures required by HUD.
- Develop for Board approval and implement a plan for monitoring the HMIS to ensure that:
 - Recipients and sub-recipients consistently participate in HMIS;
 - HMIS is satisfying the requirements of all regulations and notices issued by HUD; and
 - The HMIS Lead is fulfilling the obligations outlined in its HMIS Governance Charter and Agreement with the Arizona BoS CoC, including the obligation to enter into written participation agreements with each contributing HMIS agency.
- Oversee and monitor HMIS data collection and production of the following reports:
 - Sheltered point-in-time count;
 - Unsheltered point-in-time count;
 - Housing Inventory Chart (HIC);
 - Longitudinal Systems Analysis (LSA); and
 - Annual Performance Reports (APRs).

7. Responsibilities of the PHA

A PHA must comply with federal regulations regarding HMIS. A PHA must comply with Federal, state, and local laws that require additional privacy or confidentiality protections. When a privacy or security standard conflicts with other Federal, state, and local laws to which the PHA must adhere, the PHA must contact the HMIS Lead and collaboratively update the applicable policies for the PHA to accurately reflect the additional protections.

8. Joint HMIS Lead-PHA Responsibility for Privacy

The HMIS Lead and the PHA using the HMIS are jointly responsible for ensuring that HMIS processing capabilities remain consistent with the privacy obligations of the PHA.



Arizona Department *of* Housing

Governance Charter

Amended: 04/21/2017

1110 West Washington Street, Suite 280 | Phoenix, AZ 85007
Telephone: (602) 771-1000 | Facsimile: (602) 771-1002 | TTY: (602) 771-1001



Arizona Balance of State Continuum of Care Governance Charter*

Table of Contents

1. Purpose	1
2. Mission.....	1
3. Strategies.....	1
4. Organization	2
A. Local and Regional Representation:	2
B. The Governance Advisory Board:.....	3
C. AZBOSCOG Standing Committees:.....	4
Responsibilities of the AZBOSCOG Standing Committees:.....	5
HMIS Committee Responsibilities.....	5
ESG Committee Responsibilities	5
Veterans Programs Committee Responsibilities	5
Annual Ad Hoc Committees.....	6
Project Review and Evaluation Committee Responsibilities.....	6
Point In Time Count Committee Responsibilities	6
5. ADOH Role and Responsibilities	7
6. Homeless Management Information Systems (HMIS).....	7
7. Reporting	8
8. Conflicts of Interest.....	8
9. Spokesperson.....	8

* As outlined in the Federal Register 24 CFR Part 578, Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care Program; Interim Final Rule.

Arizona Balance of State Continuum of Care Governance Charter

1. PURPOSE

Homelessness is unacceptable in Arizona. All individuals and families have the right to safe, affordable housing in healthy communities with access to a network of supportive services.

This Charter identifies the mission, purpose, composition, roles, responsibilities, and committee structure of the Arizona Balance of State Continuum of Care (AZBOSCOG).

The AZBOSCOG is a collaboration and inclusive community-based process. The Continuum is responsible for planning and managing homeless assistance resources and services effectively and efficiently. This includes a system of outreach, Coordinated Entry, engagement, and assessment; emergency shelter; rapid rehousing; transitional housing; permanent housing; and prevention strategies to address the various needs of persons who are homeless or at risk of homelessness.

The Continuum geographic area includes thirteen (13) counties, which include: Apache, Coconino, Cochise, Gila, Graham, Greenlee, La Paz, Mohave, Navajo, Pinal, Santa Cruz, Yavapai, and Yuma.

The AZBOSCOG assists in the coordination, development, and evaluation of housing and services for homeless and at-risk of homeless persons with housing needs through planning, education, and advocacy. The AZBOSCOG provides planning and operational support to the continuum of care process including the designation of a Homeless Management Information System (HMIS).

Per this Charter, the Collaborative Applicant shall have the authority to submit the Continuum application and to apply for planning funds [578.9]. No Unified Funding Agency is established for the AZBOSCOG.

2. MISSION

The mission of the AZBOSCOG is to end homelessness within the communities it represents and serves. It will do this through a seamless and collaborative network, by assisting eligible entities in obtaining the necessary funding needed to help vulnerable, low-income individuals and families attain and maintain economic self-sufficiency. It will do this in alignment with HUD's Strategic Goals and the Federal Plan entitled "Opening Doors", as updated.

3. STRATEGIES

The AZBOSCOG utilizes the following strategies to address homelessness in the Balance of State geographic area:

- Coordinate a housing and service system within the geographic regions that meets the needs of those experiencing homelessness, including unaccompanied youth, individuals, and families. At a minimum, this system will encompass:
 - ✓ Outreach, engagement, and assessment;
 - ✓ Coordinated Entry;
 - ✓ Shelter, housing, and supportive services; and
 - ✓ Prevention strategies.
- Identify housing needs of those at risk of facing homelessness.
- Increase access to permanent housing through rapid re-housing, transitional housing, and permanent supportive housing.
- Increase access to other mainstream resources to promote housing stability.
- Coordinate services with emergency shelters including domestic violence shelters.
- Evaluate performance of services within the Balance of State through data collection and analysis.

4. ORGANIZATION

A. Local and Regional Representation:

The AZBOSCOG is comprised of representatives from local coalitions/alliances/networks of care. These groups represent geographically and culturally diverse communities throughout the State of Arizona. Local groups include members who are representative of local programs, community agencies, and other community stakeholders. The COG planning dollars are used to further the goals of the BOSCOG by allocating funds to each local coalitions/alliances/networks of care to be used for establishing Coordinated Entry, Case Conferencing, coordinating local meetings, and attending BOSCOG quarterly meetings in Phoenix. Local groups working to end homelessness will designate a lead agency to enter into a contract with ADOH for these planning dollars. The current local coalitions/alliances/networks of care that are working within the BOSCOG framework are:

- | | |
|-------------------|------------------|
| • Cochise County | • Navajo County |
| • Coconino County | • Pinal County |
| • La Paz County | • Yavapai County |
| • Mohave County | • Yuma County |

The AZBOSCOG coordinates with the other two (2) independent continuums in Arizona through periodic conference call meetings and other meetings as needed including doing joint presentations at conferences.

B. The Governance Advisory Board:

The Governance Advisory Board is responsible for providing planning, coordination, guidance and direction for the use of U.S. Department of Housing and Urban Development (HUD) HEARTH COC resources.

Members of the AZBOSCOC Governance Advisory Board include:

- One (1) representative from the Arizona Department of Housing (ADOH).
- One (1) consumer representative (homeless or formerly homeless).

In total, there are eleven (11) seats on the committee. A maximum of five (5) seats can be held by COC sub-recipients in order to avoid potential conflicts of interest.

No agency can have more than one (1) person on the Governance Advisory Board.

Responsibilities

- Develop, follow, and update annually this Governance Charter, which will include procedures and policies needed to comply with HUD and HMIS requirements, including a code of conduct and recusal process.
- Provide direction and leadership for the application and data collection processes.
- Formal decisions of the AZBOSCOC regarding application selection and/or reallocation of funds.
- Strategic planning and goal setting.
- Approval of the selection of membership for standing committees.
- Align and coordinate AZBOSCOC with other homeless assistance and mainstream resources.
- Establish priorities and make decisions about the allocation of AZBOSCOC resources.
- Evaluate both system wide and individual program performance related to established measurements.
- Receive reports and recommendations from ad-hoc workgroups.
- Ensure that all necessary activities (i.e. Point In Time Count) are being implemented by local COC planning groups.
- Disseminate information to the regional COC planning group members.
- Approves policies and procedures for the AZBOSCOC.

Operation

- The representative from ADOH will serve as the Chair of the Governance Advisory Board.

- A Co-chair will be appointed from the Governance Advisory Board members.
- To accommodate for a change in terms and term limits, for the first year of the AZBOSCOC Governance Advisory Board, four (4) of the six (6) committee members will be elected for a one (1) year term and will be new-term eligible at the end of their respective staggered terms for a new two (2) year term. New members will serve a two (2) year term.
- Members of the Governance Advisory Board may serve two (2) consecutive two (2) year terms and then must wait one (1) year before serving again.
- Governance Advisory Board can add new members by a majority vote of the existing members.
- Governance Advisory Board meetings will be held on a quarterly basis. There will be two (2) meetings face to face: one (1) will be held in the spring and the other in the fall.
- The vote of a majority of members present and voting at a meeting at which quorum is present is enough to constitute an act of the Governance Advisory Board.
- Members that fail to attend regularly scheduled meetings due to an unexcused absence shall be subject to removal from the Governance Advisory Board by a vote of the Committee if they attend less than seventy-five percent (75%) of meetings.
- Review Governance Charter annually to ensure it remains consistent with the COC's objectives and responsibilities in accordance with the HEARTH Act and HUD regulations.
- When a vacancy occurs on the Governance Advisory Board, the new member will represent the same segment as the outgoing member (i.e. a sub-recipient or community representative).

C. AZBOSCOC Standing Committees:

In order to do the work of the continuum efficiently and effectively, standing committees were established, which include: HMIS Committee, ESG Committee, and Veteran Programs Committee. Project Review and Evaluation Committee and Point In Time Count Committee are two (2) annual ad hoc committees that will be formed each year for their respective specific purposes.

Representation for the standing committees is identified by the members of the regional COC planning groups. All standing committees will have a chair and a secretary that have been identified by the committee membership. ADOH staff will chair the HMIS committee since ADOH is the HMIS Lead Agency.

Membership in the ad hoc committees will be drawn from the entire AZBOSCOC membership.

An agenda for each standing committee meeting will be posted on the ADOH website prior to each meeting and minutes will be posted after being approved.

In addition to the standing committees, ad hoc workgroups may be established from time-to-time to complete specific tasks. The chair of these ad hoc groups will provide updates about activities to the Governance Advisory Board as needed.

Responsibilities of the AZBOSCOG Standing Committees:

NOTE: The chairs of the HMIS and Point In Time Count committees will serve as liaison between the AZBOSCOG and the Governance Advisory Board.

HMIS Committee Responsibilities

- To operate as outlined in the HMIS Governance Charter working with ADOH as the HMIS Lead Agency.
- Meet the HUD requirements to record and store client-level information on the characteristics and service needs of persons experiencing homelessness.
- Utilize a HUD approved software system.
- Overall management and training related to the HMIS system.
- Working with HMIS software provider, including review of the HMIS policies and procedures a minimum of annually.
- Assure compliance through review of quarterly data quality reports.
- Review how HMIS is functioning on a provider level.
- Develop data quality plans, security plans, and policies and procedures by which HMIS will be governed.

ESG Committee Responsibilities

- The contact point related to coordination to ESG services among DES and other stakeholders.

Veterans Programs Committee Responsibilities

- To improve communication among agencies serving veterans through a variety of programs including COC, SSVF, GPD, and VASH.
- To create efficient referral services, and identify and address gaps in services.
- To work with HUD TA staff for Vets@Home Technical Assistance.
- Develop By-Name List of all known veterans experiencing homelessness.
- Manage By-Name List through Case Conferencing/sub-committee.

Annual Ad Hoc Committees

Project Review and Evaluation Committee Responsibilities

- Develop and update annually the evaluation tool(s).
- Review, score, and rank renewal projects and new projects that will be submitted during the annual NOFA process.
- Assess and evaluate compliance and performance of ESG projects.

Point In Time Count Committee Responsibilities

- Plan for and conduct, annually, a point in time count of persons who are homeless within the geographic area that meet the following:
 - ✓ Persons who are homeless and living in a place not designed or ordinarily used as a regular sleeping accommodation for humans will be counted as unsheltered.
 - ✓ Persons living in emergency shelters and transitional housing projects will be counted as sheltered persons who are homeless using the HMIS.
- Review point in time count surveys and data collection tools.
- Support the logistics of the Point In Time count and annual Housing Inventory Count (HIC).
- Conduct an annual gaps analysis of the homeless needs and services available within the geographic area.
- Review data collected to assess accuracy and approve for publication on ADOH website and submission to HUD.
- Other requirements established by HUD by notice.

Coordinated Entry/Case Conferencing Committee Responsibilities

- Review local COC policies and procedures.
- Ensure consistency and share best practices among the local COCs in the implementation of Coordinated Entry/Case Conferencing.
- Ensure alignment with HUD Coordinated Entry/Case Conferencing.

Other Committees to be included as needed.

5. ADOH ROLE AND RESPONSIBILITIES

The Arizona Department of Housing (ADOH) is the lead support agency and the collaborative applicant, as well as the HMIS Lead Agency, providing backup staff to the various committees and work groups of the AZBOSCOC and performing necessary functions such as business and operations management for the AZBOSCOC, HMIS administration, performance monitoring, engagement and education of stakeholders, and submission of the funding applications.

Responsibilities

- Fiscal agent for the AZBOSCOC and performing financial management responsibilities as required by the HEARTH Act.
- Staffing of committees when necessary.
- Providing call-in number access for committee meetings.
- Production of planning materials.
- Coordinate needs/gaps assessments.
- Collect and report performance data.
- Monitor program performance.
- Coordinate resources, integrate activities and facilitate collaboration.
- Prepare the collaborative application for COC funds. This includes but is not limited to the following:
 - ✓ Adherence to the HUD published NOFA for the Continuum of Care each year.
 - ✓ Registration on e-snaps including the completion and submission of the Grant Inventory Worksheet (GIW).
 - ✓ Preparation of the Consolidated COC including project priority list.
- Apply for planning grants.
- Build awareness of COC related issues.
- Recruit stakeholders.
- Manage the HMIS System as the Lead Agency for AZBOSCOC.

6. HOMELESS MANAGEMENT INFORMATION SYSTEMS (HMIS)

ADOH is the Lead Agency for the Balance of State HMIS system. ADOH will work with the contracted HMIS software provider and the HMIS Committee to ensure all HMIS activities are carried out in accordance with the HEARTH Act. All participating agencies within the AZBOSCOC

must comply with HMIS requirements for COC funding - VASSVF (Veterans Supportive Services for Veteran Families), PATH (Projects for Assistance in Transition from Homelessness), RHY (Runaway and Homeless Youth), as well as all state homeless service funds. HMIS policies and procedures will be reviewed and updated on an annual basis in accordance with HMIS data standards and the HEARTH Act.

7. REPORTING

- Proceedings of all committee meetings are documented in minutes.
- Minutes of all meetings are circulated and approved in a timely manner.
- Approved minutes will be posted on the ADOH website.

8. CONFLICTS OF INTEREST

Each member of the Governance Advisory Board will disclose their relationship to any agenda item requiring a vote during discussion of the agenda item. No member of the Advisory Board may vote upon any matter that financially benefits them or the organization that the member represents. This includes all decisions with respect to funding, awarding contracts and implementing corrective actions.

9. SPOKESPERSON

The Chair of the Advisory Board shall be the spokesperson and point of contact for the AZBOSCOG.